

# 2021 SPSP Nominations and Elections Guidelines

## Contents

- [2021 Positions Open for Nomination](#)
- [Position Descriptions](#)
  - [Detailed Roles and Responsibilities](#)
- [Eligibility Requirements](#)
- [Nominations Process](#)
  - [Slate Creation](#)
  - [Timeline](#)
- [Elections Process](#)
  - [Timeline](#)

## 2021 Positions Open for Nomination

| Position Name   | Start Date      | End Date          |
|---|-----------------|-------------------|
| President-Elect   | January 1, 2022 | December 31, 2024 |
| Treasurer   | January 1, 2022 | December 31, 2024 |
| Board Member at Large- Outreach/Advocacy                    | January 1, 2022 | December 31, 2024 |
| Board Member at Large- Application                          | January 1, 2022 | December 31, 2024 |
| Board Member at Large- Primarily Undergraduate Institutions | January 1, 2022 | December 31, 2024 |
| Division 8 Council Representative                           | January 1, 2022 | December 31, 2024 |

## Position Descriptions

More detailed roles and responsibilities may be found in the [Appendix](#).

**President** – three-year term, including president-elect and past president. In addition to leading SPSP in implementing SPSP’s strategic goals and objectives, the president often targets specific initiatives during their tenure.

**Treasurer** – three-year term. Experience in finance, management, and administration is preferred. Oversee efforts to build and maintain an exceptional financial management system by setting goals and expectations with and for the Board and staff. Serves as the liaison to the Fundraising/Development committee to the Board of Directors.

**Member at Large for Outreach/Advocacy** – three-year term. Responsible for overseeing activities related to communication, media outreach, government relations/advocacy, and training for these areas. MAL is responsible for liaising with committees and staff overseeing these tasks.

**Member at Large for Application** – three-year term. Responsible for overseeing activities of SPSP related to supporting the application of research and members in non-academic settings. MAL is responsible for liaising with committees and staff overseeing these tasks.

**Member at Large for Primarily Undergraduate Institutions** – three-year term. Responsible for overseeing activities of SPSP related to supporting members in primarily undergraduate institutions. MAL is responsible for liaising with committees and staff overseeing these tasks.

**Division 8 Council Rep** – three-year term serving on the APA Council as a representative for social/personality psychology (this individual also serves as a voting member of the SPSP Board of Directors during their third year of service). Must be a Division 8 member to serve in this role.

### Eligibility Requirements

In accordance with the Bylaws, only members with the following qualifications will be eligible for nomination.

- At the time of nomination, a candidate must be a Full Member of the Society.
- A candidate must have relevant experience that equips them to serve the Society in governance and strategic planning role focused on the long-term growth and success of the organization.
- Due to workload, it is recommended individuals be established in their career path (e.g. received tenure).

The candidate must have the support of their organization or institution’s management, and

- Must be able to attend at least two Board of Directors meetings annually.
- Must be able to devote a reasonable amount of time to SPSP business (see roles and responsibilities for time estimates).

No prior SPSP leadership experience is required. Though it is recommended that candidates have previous leadership experience within SPSP (e.g. member of the Board of Directors, member of a Committee, Taskforce or Workgroup, editor of an SPSP publication).

| <b>Position Name</b>                                       | <b>Years Post-PhD</b>                           | <b>Additional Requirements</b>  |
|--|---|---|
| President-Elect  | 15 years post-PhD is recommended (not required) | Well-networked within the field   |
| Treasurer  | 10 years post-PhD is recommended (not required) | Experience in finance, management, and administration   |
| Board Member at Large-Outreach/Advocacy                    | 8 years post-PhD is recommended (not required)  | Experience within the Outreach/Advocacy domain (e.g. participating in the APA Division 8 Program, Character & Context Blog, or serving on the Government Relations Committee) |
| Board Member at Large-Application                          | 8 years post-PhD is recommended (not required)  | Experience within the Application domain - activities affecting those in Non-Academic settings (e.g. serving on the Applied Committee)  |
| Board Member at Large-Primarily Undergraduate Institutions | 8 years post-PhD is recommended (not required)  | Experience within the Primarily Undergraduate Institutions domain – activities affecting those within PUI settings (e.g. serving on the PUI Committee)                        |
| Division 8 Council Representative*                         | 8 years post-PhD is recommended (not required)  | Must be an APA Division 8 member  |

## Nominations Process

Nominations will be solicited from the SPSP membership. Nominations must come from SPSP members. Self-nominations and nominations on behalf of a nominee will be accepted. Being nominated does not guarantee that a nominee will appear on the elections ballot.

Nominations must be submitted through the [Online Nominations Form](#). The materials requested will be:

- Nominee's full name, email address, institution, title, number of years post-PhD, SPSP experience
- Position name
- Current CV
- Conflict of Interests: elected members are expected to avoid conflicts between their personal interests and the interests of SPSP; including, relationships of employment, membership, fiduciary, or grant or research support. Nominees should disclose any personal interest that may conflict with the interests of SPSP.
- Confirmation that nominee is willing to serve in the role if selected

## Slate Creation Process

The Nominations & Elections (N&E) Committee oversees the call for nominations process for elections and creates the slate for elections. All nominations will be considered seriously to create a slate of candidates for each position that will contribute to the Board's diversity of people and ideas. The Committee will seek representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors.

Upon review of the conflict of interests of each candidate, the N&E Chair may determine the candidate's service to SPSP constitutes a conflict of interest and a discussion with that candidate will be had with a member of the N&E committee to determine if the individual is disqualified for office at this time and not selected for that reason.

The slates are presented to the Board at its Winter meeting for approval before going to membership for vote. The bylaws require at least two candidates on the ballot for each spot and preferential voting used.

## Nominations Timeline

|             |   |
|-------------|---|
| October 15  | N&E Chair + Executive Director reviews the Nominations & Elections Guidelines   |
| November 2  | N&E Guidelines are reviewed by the N&E Committee to finalize  |
| November 16 | Call for Nominations announced to the membership (on behalf of the N&E Chair)   |
| November 16 | N&E Committee and Board of Directors will strongly encourage nominations (SPSP will provide a list of recent committee chairs that may be suited for the open positions)  |
| January 14  | Call for Nominations closes   |
| January 15  | Call for Nomination submissions are distributed to the N&E Committee for review   |
| January 22  | N&E Committee will meet to discuss the elections slate (Committee members who have conflicts of interest will identify as such and, after discussion with the Chair, consider abstaining from the process of selection) |
| February    | Election slate is presented to the Board of Directors for approval at its Winter meeting  |
| February 1  | N&E Committee to determine information required by candidates for the ballot (e.g. headshot, brief statement, background information, website) / <a href="#">last year's website</a>                                    |
| February 26 | Call for Nomination candidates notified by the N&E Chair  |

## Elections Process

SPSP staff will prepare the ballot and the candidate information for distribution to the members. All eligible voting members will receive ballots for Board Officer and Board Member positions. The candidate slates will be set forth by position and in alphabetical order. All methods of campaigning are prohibited by all nominees, members, non-members or third parties. “Campaigning” is defined as soliciting votes or making explicit quid-pro-quo promises in return for support. Candidates may include their vision for the future and statements about actions they will take if elected within their official candidate statement. Candidate statements will be published on the SPSP website and distributed to members as part of the elections process.

Full, early career and retired members are the only member type eligible to vote. These member groups must have an active membership as of January 1 of the election year with valid email address who have not unsubscribed from previous votes in the online voting platform.

Voters shall rank order each candidate in one ballot. If one candidate gets fifty percent or more of all the first preference votes, that candidate will be selected on the first count. If no candidate gets fifty percent or more of the first preference votes, the candidate with the fewest number “1” votes is dropped and its votes are re-cast to the candidate each voter ranked next. This continues until one candidate gets fifty percent or more of the votes cast.

Ballots must be submitted by the deadline or they will not be included.

*\*Division 8 Council Representatives are voted for in the APA elections process and not included in the SPSP elections ballot. APA elections open on April 15, 2021.*

## Elections Timeline

|                    |   |
|--------------------|---|
| March 12           | Candidate information due for the ballots                               |
| April 1-22         | Elections   |
| April 23           | Election results tallied and confirmed by the N&E Chair                 |
| April 26 (week of) | Candidates notified of final election results by the Executive Director |
| May 3              | Results of the elections are shared with the membership                 |

## Appendix: Board of Directors – Roles and Responsibilities

The SPSP Board of Directors is a 12-person board with two meetings a year (subject to change). The presidential trio, Treasurer and Executive Director make up the Executive Committee of the Board and have authority to act outside of the meetings to carry out the business of the Society. The Board manages the vision of the organization and guides its strategic initiatives, while ensuring the priorities of the society are managed by appointed committees and staff. The Board delegates the authority to carry out the operations and management of the organization to the Executive Director and the Central Office staff.

### Duties of the Board of Directors

- Effectively govern and lead the organization on behalf of and with accountability to the membership.
- Develop and improve the organization’s governing policies and procedures.
- Hire, assist, counsel, oversee and regularly evaluate the Executive Director.
- Foster the Executive Director’s effective leadership and management of the organization’s personnel, operations and activities.
- Without limiting the general responsibility of the Board, appropriately delegate operational and management authority to the Executive Director of the organization.
- In constructive partnership with the Executive Director, thoughtfully craft the strategic goals, objectives and metrics of success for the organization.
- Maintain, monitor and protect the safety and soundness of the organization and its assets.
- Ensure the proper maintenance of all accounts and financial records of the organization.
- Understand and monitor the performance and results of the organization.
- Help craft and approve an annual budget for the organization.
- Act as active ambassadors to the organization’s membership as well as the community as a whole. Speak with one voice once a decision has been made by the Board.
- Retain independent auditors, accountants, and legal or governance counsel as is necessary.
- Ensure the organization acts ethically and with genuine financial integrity.
- Monitor regulations and legal issues pertaining to the organization.
- Sell, dispose of, or mortgage any or all the property of the organization.

### Duties of All Board Members

- Carry out its legal duties of care, loyalty and obedience to SPSP’s mission.
  - A board member must carry out their duties in good faith, in a manner reasonably believed to be in the best interests of SPSP, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. (Duty of Care)
  - A board member must administer the affairs of the SPSP fairly and impartially and without discrimination. (Duty of Loyalty)
  - A board member must direct the operations of SPSP in conformity with Federal, state and local laws and regulations, sound business practices, and the SPSP’s own policies, procedures, Bylaws and regulations. (Duty of Obedience)
- Assist in shaping the vision, mission and strategy of the organization.
- Demonstrate personal and sustained commitment to achieve the vision and mission of the organization.
- Actively engage, contribute, participate and ask questions.
- Keep informed, prepare for and attend board meetings.

- Participate in board development and educational activities.
- Participate in the fundraising process through cultivation, solicitation or stewardship.
- Support and participate in the organization’s community outreach efforts and activities.
- Understand and monitor the organization’s finances, safety and soundness.
- Serve on taskforces as opportunities arise.

## Details of Specific Board Positions

### President-Elect

#### Description

- Serves 3-year term (President-elect, President, Past President)
- Member of the Board of Directors (meets at the Annual Convention and at the APA Convention)
- Member of the 5-member Executive Committee (meets monthly)
- Chair of the Search Committee for the Executive Director
- Performs duties of President in absence/incapacity of president
- Guides tasks/projects assigned or approved by the Board of Directors
- Actively learn and prepare to be an effective future President. Remain fully briefed on the activities of the Board and maintain a knowledge of - and commitment to - the mission of the organization.
- Help lead the strategic planning process for the organization, working in partnership with colleagues and the organization’s Executive Director, focusing on setting strategic goals, objectives and metrics for the organization.

#### Requirements

- Willing to dedicate 1+ hours per week to SPSP
- Previous SPSP committee or administrative leadership recommended
- Well-networked within the field

|                |   |
|----------------|---|
| January 1      | Term starts   |
| Convention     | Attend Sunday Board meeting   |
| June 1         | Decides topic of presidential address (if giving one) or organizes a presidential plenary session (and serve as host) for convention. This should happen in discussion with the convention committee. |
| July           | Chooses the Division 8 Program Co-Chair (who will also serve as Division 8 Chair the following year)  |
| September      | Selects speaker for <a href="#">APA Spielberger Empathy Symposium</a> for the following year. APA will reach out with more information.   |
| November 1     | Provide Central Office with invite list for president’s reception at convention   |
| APA Convention | Dinner with Executive Committee Saturday night<br>Attend Board meeting Sunday and half day Monday at convention   |

### President

#### Description

- Serves 3-year term (President-elect, President, Past President)
- Chair of the Society and preside at all meetings

- Chair of the 12-member Board of Directors (meets at the Annual Convention and at the APA Convention)
- Oversee efforts to build and maintain an exceptional governing Board by setting goals and expectations for its members
- Chair of the 5-member Executive Committee (meets monthly)
- President of APA Division 8 (attends the APA Convention and gives the Division 8 presidential address at the meeting)
- Work in partnership with the Board and as key liaison with the Executive Director to maintain the Society's strategic direction, focusing on growth strategies for the organization.
- Inspire a shared commitment to the mission and goals of the organization.
- Serve as key conduit for information to the Executive Director
- Serve as the official spokesperson for the Board among community members and the media, in addition to the organization's Executive Director.
- Provides Presidential address or serves as host of the Presidential session at SPSP Convention
- The president has a \$2,000 discretionary fund that may be used during the year of service for initiatives, travel, etc.

### Requirements

- Willing to dedicate 3+ hours per week to SPSP
- Previous SPSP committee or administrative leadership recommended
- Well-networked within the field

|                |  |
|----------------|--|
| January 1      | Term starts  |
| Mid-January    | Approve agenda for Winter board meeting  |
| Convention     | A full detailed schedule will be provided prior to the convention<br>Emcee the Awards Ceremony (Thursday)<br>Presidential Plenary (Friday)<br>Attend the Block, Campbell, & Distinguished Scholar Awards Address (TBD)<br>Attend Diversity Reception (Friday)<br>Attend several events in supporting role<br>Chairs Board meeting Sunday |
| Quarterly      | Writes president's column for eDialogue and Website (this can happen as often or little as the president wants)  |
| July           | Approve agenda for Summer Board meeting  |
| APA Convention | Provide Presidential Address<br>Attend Social Hour<br>Dinner with Executive Committee Saturday night<br>Chair Board meeting Sunday and half day Monday at convention   |
| Nov/Dec        | In preparing for the past president role, a call for nominations should be placed for next year's elections  |

### Past President

#### Description

- Serves 3-year term (President-elect, President, Past President)
- Member of the Board of Directors (meets at the Annual Convention and at the APA Convention)
- Member of the 5-member Executive Committee (meets monthly)
- Chair of the Nominations/Elections Committee

- Work to ensure appropriate and effective identification, recruitment and orientation of new Board members and volunteer leaders
- Cultivate leadership among individual Board members.
- Channel the talents, interests, ideas and cooperative spirit of the Board to help that body effectively play its critical leadership role in forwarding the organization's mission.
- Guides tasks/projects assigned or approved by the Board of Directors
- Oversee the Executive Director evaluation process
- Leads the orientation program for the Board of Directors

**Requirements**

- Willing to dedicate 1+ hours per week to SPSP
- Previous SPSP committee or administrative leadership recommended
- Well-networked within the field

|                |   |
|----------------|---|
| January        | Work with Nominations/Elections Committee to prepare preliminary slate for elections              |
| Convention     | Attend Sunday Board meeting at convention<br>With Board, prepare final slate for elections        |
| February       | Communicate with all call for nomination candidates re: slate decisions                           |
| April          | Elections close and certify results   |
| APA Convention | Dinner with Executive Committee Saturday night<br>Attend Board meeting Sunday and half day Monday |

Treasurer

**Description**

- Serves 3-year term
- Member of the Board of Directors (meets at the Annual Convention and at the APA Convention)
- Member of the 5-member Executive Committee (meets monthly)
- Oversee efforts to build and maintain an exceptional financial management system by setting goals and expectations with and for the Board and staff.
- Develop/maintain financial policies and procedures to ensure sound and stringent fiscal management policies and maximize cash and investments.
- Identify financial trends, risks and opportunities for members of the Board.
- Serves as the liaison to the Fundraising/Development committee to the Board of Directors
- Ensure compliance with Federal and state filings.
- In collaboration with staff, prepare and present the annual budget and mid-year projection to the full Board for approval.
- Approves expense reports of Executive Director

**Requirements**

- Willing to dedicate 1+ hours per week to SPSP
- Previous SPSP committee or administrative leadership recommended
- Experience in finance, management, and administration

## Members-at-Large (MAL)

### Description

- Serves 3-year term
- Member of the Board of Directors (meets at the Annual Convention and at the APA Convention)
- Provides input to strategic initiatives of Society
- Performs duties as required to serve the society, including serving on special Task Forces and assisting committees guiding important initiatives as needed
- Oversees a portfolio of work in one of six domains listed below. Although not directly in charge of any one activity, the MAL is responsible for liaising with committees and staff overseeing these tasks to provide support, guidance and input.
- The MAL is the conduit that supports the work in each area under the domain while also recommending new activities and evaluating current activities.
  - Science Programming MAL: Convention Committee, Summer Forum, Small Conference Grants
  - Science Publishing MAL: Publications Committee, Small Research Grants
  - Education MAL: Summer Institute (SISPP) Committee, Professional Development Committee, International Committee
  - Community/Diversity MAL: Student Committee, Early Career Committee, Diversity/Climate Committee, Awards Committee, Fellows Committee, Membership
  - Outreach/Advocacy MAL: APA Division 8 Program, Character & Context Blog, Government Relations Committee
  - Application MAL: Applied Committee (activities affecting those in Non-Academic settings)
  - Primarily Undergraduate Institutions MAL: PUI Committee
- MAL role to committees they oversee
  - Voice for the committees, represent the needs of the committee and advocate on their behalf to the Board of Directors
  - Prior to developing any proposals, committees should engage in a discussion with the MAL for their input
  - The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
  - The mid-year and end-of-year reports should be reviewed by the MAL before submission to the SPSP office

|                |  |
|----------------|--|
| December       | Review end of year reports from committee chairs |
| January 1      | Term starts                                      |
| January        | Introduce yourself to any new committee chairs   |
| January        | Provide recommendations for open Board positions |
| Convention     | Attend Sunday Board meeting                      |
| APA Convention | Attend Board meeting Sunday and half day Monday  |
| June           | Review mid-year reports from committee chairs    |

### Requirements

- Willing to dedicate 4 hours+ per month to SPSP
- Previous committee involvement recommended
- Experience within the domain elected to oversee
- Well-networked within the field