Division 22 – Rehabilitation Psychology

LEADERSHIP MANUAL

Updated: January 2018
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Preface

This administrative handbook of the Rehabilitation Psychology, Division 22 of the American Psychological Association (APA), provides guidelines for the Division’s Officers and Chairs of standing sections, special interest groups (SIG) and committees. This is a living document; organizational changes should result in periodic revisions or supplements. Descriptions of temporary task forces and ad hoc committees are not included. Distribution of the Leadership Manual to new leaders with addenda should be a responsibility of the Secretary upon election of new officers.

Much time has elapsed since the third edition was published in 2003: both Division 22 and APA bylaws have changed, a new section was formed (Section 2), and an Early Career Representative was added to the Executive Board. In addition, many committees and SIGs have been added; some committees and SIGs active at time of last edition are no longer active. There is also a need for enhanced accessibility and usability. This fourth edition is thus a culmination of work he started. The guiding principle of this fourth edition is that it will be based on optimal technology to keep it ‘living and breathing’ over time, with sections accessible from various access points on the Division 22 website.

With gratitude for the support of the Mentorship Committee members who assisted with completion of this edition: Laurie M. Nash, Ph.D., ABPP; Sara Heinz, Ph.D., Efrat Eichenbaum, Ph.D. And for the 2015-2016 leaders of Division 22 who saw the importance of completing this effort, particularly Kathleen S. Brown, Ph.D., President, 2015-2016.

June, 2016

Mary G. Brownsberger, Psy.D., ABPP
President, 2013-2014
**Historical record of Leadership Manual**

**1984.** Material for this Manual has been collected from various sources: current Bylaws provisions (identified by Article, Section and Paragraph); appropriate books (e.g., Robert’s Rules of Order; APA staff and publications; past and present Officers, Editors and Chairs of Division 22 through correspondence, records and reports; presidents of other APA divisions and their manuals; and, personal experience as an officer of other professional associations.

Job descriptions of Offices and Standing Committees, as stated in this document, were approved by the Division’s Executive Committee (January 23, 1984). These descriptions follow a standardized organization: (a) an “overview” of the leader’s role; (b) a list of official “duties;” and (c) quotations of “pertaining Bylaws.” This will help assure understanding and implementation of role responsibilities as leadership changes. Orderly transition requires consultation with one’s predecessors. “It is my hope this Manual will provide our future leaders with useful performance guidelines and accountability criteria for the continuing growth, effectiveness, and contribution of rehabilitation psychology through our organization.” (George N. Wright, Ph.D., President, 1983-1984).

**1991.** The outstanding work of George Wright in the development of a Leadership Manual for the Division of Rehabilitation Psychology of the American Psychological Association continues to serve as a relevant and comprehensive document to guide the Officers and Committee Chairs of our Division. A second edition of this manual was completed during the presidency of Susanne M. Bruyere in 1991.

**2003.** The third edition of the Leadership Manual, edited by Ned Kirsch and Donald Kewman was done electronically and retained the core aspects of their work but allowed an organic process for ongoing updates of evolving policies and procedures. The amendments to the bylaws approved in 2001 led to some structural changes in the Division, notably a mechanism for forming sections as well as student and section representation on the Board of Directors.
Structure and Functions of Officers and Board

Structure

The APA Bylaws (Article VI, Section 6) requires that Divisions have a President and a Secretary and, as desired, other Officers. Division 22 Bylaws, as amended in 2010 (Article IV, Section 1), mandate the following Officers: President, President-Elect, Immediate Past-President, Secretary, and Treasurer.

The Executive Board is comprised of the Officers, as listed above, and the following voting members, who are elected by vote of membership (Article IV, Section 2A): Division Representative(s) to APA Council of Representatives, six Members-at-Large, one Representative of each Division 22 Section (guided by Section bylaws; see below), and one Early Career Psychologist Representative. The President, in consultation with the Immediate Past President, President-Elect, and current Student Representative, appoints a Student Representative to serve as a voting member of the Executive Board (Article IV, Section 2Aa). The Student Representative is chosen from those student affiliates of the Division who will continue as a graduate student or post-doctoral student during the next-year term of office.

Members in good standing (i.e., members of APA), including Fellows, are eligible to be candidates and to vote for elected, voting members of the Executive Board (Article III, Section 1; Article V, Section 2). Elections are held annually, in compliance with APA policies and procedures.

Term limits (Article V, Section 2): Division Representatives to Council serve three-year terms, and per APA Bylaws, may serve up to two consecutive terms (Article V, Section 8). When there is more than one Representative (per APA Apportionment Ballot procedures (APA Bylaws, Article V, Sections 5-7), terms of the representatives are staggered to facilitate maximum continuity of representation. Members-at-Large also serve three-year terms, which are also staggered (i.e., 2 elected each year). Section representatives to the Executive Board are chosen based on Section bylaws. Section 1 (Pediatrics) bylaws (Section III, Article G) mandate a three-year elected term. Section 2 (Women’s Issues) bylaws (Section III, Article I, Paragraph 8) designate that the Section Chair, which is held for a two-year term, will hold a voting position on the Division Executive Board. The Early Career Psychologist Representative is elected for a two-year term. The term of the Student Representative will be for one year. The Student Representative may be re-appointed for additional terms by succeeding Presidents.

With the exception of APA Council Representatives, whose terms coincide with the calendar year (which is also APA and Division 22 Fiscal Year), new voting officers and board members take office at close of the APA Annual Convention. While current Division Bylaws are silent regarding whether consecutive or non-consecutive terms are allowed for voting board members, it is strongly recommended that no position be held for more than one term, and no
more than two non-consecutive terms, which should only be done on an exception basis (i.e., most Executive Board offices are expected to be held for one term).

The Executive Board also includes non-voting members (Article IV, Section 2B): Committee, SIG and Task Force chairs, liaisons and monitors to APA, APAPO and other external groups, and appointed management positions (e.g., Journal Editor). *When comprised in its entirety, the Executive Board is also known as the Executive Committee. While in informal communication Executive Committee (EC) is frequently used, this document will maintain language consistent with current Bylaws and refer to Executive Board.*

Division Bylaws are silent regarding term limits for non-voting Executive Board members. While not strictly enforced, a term limit of three years, with annual performance review (see President duties, described below), is recommended for all Section (if not otherwise specified in Section bylaws), SIG, and Committee Chairs, as well as Liaisons to APA Boards and Committees and other external organizations. Leaders of all Sections, SIGs and Committees are also encouraged to implement a triumvirate model of leadership, similar to that of the President position, to further facilitate continuity.
Functions (Article IV, Sections 1-2)

Keesey’s Modern Parliamentary Procedures are utilized to guide specific functions and duties. Abridged version available for reference at:  

In addition, Division must follow APA bylaws and Division Officer’s Handbook on this:

“Conducting Division Business by Email:

APA is organized under the laws of the District of Columbia and by law it and its divisions cannot make decisions in a setting other than those in which all of the board members can hear one another speak on the topic to be decided. Therefore, divisions should consider carefully the importance and sensitivity of an issue being decided and use a face-to-face, telephone or web-based meeting for all but the most routine matters. If a vote of the division’s executive committee/board of directors is done by email, unanimous approval is required.

This (and other helpful division business related information) can be found in the Division Officer’s Handbook (http://www.apa.org/about/division/officers/handbook/index.aspx), which was recently updated.”

The Executive Board meets twice yearly, once at APA Annual Convention, and once at Rehabilitation Psychology mid-year Conference. In addition, meetings held via conference call or other media may be held to address urgent matters. The Board conducts and supervises the official business of the Division, including all specific financial duties, as described in the Bylaws (Article VI). In brief, these include: setting and collecting dues and assessments (collection may be coordinated with APA Division Services), authorize disbursements, review and approve annual budget. Specific duties include:

- Govern the Division’s affairs
- Endorse applications for membership, or designate the Membership Committee (Article III, Section 3) to endorse them. Any APA member interested in the purpose and objectives of the Division is eligible for membership.
- Nominate qualified Division members to Fellowship in the APA, or designate the Fellowship Committee to do so (Article III, Section 4).
- Advocate for Division 22 representation on APA Selection Committee for the Editor of the Division Journal, Rehabilitation Psychology. Historically, this may include the current Division 22 president, and past editors who are often members of Division 22. The selection cycle is approximately every 5 years.
- Ensures Communications Committee Chair carries out Division communications plan to include social media and listserv management.
• Determine the functions, goals and objectives of the Division’s committees if the President has not done so, consistent with the current Bylaws, Strategic Plan and this Leadership Manual.

• Periodically (every 3 – 5 years), the Board and President should consider the formation of an ad hoc committee or task force to: a) facilitate review and revision of the Division’s Strategic Plan; b) review and propose changes in Bylaws for vote by membership and approval by Board; and c) review and update Leadership Manual to maintain consistency with Strategic Plan and Bylaws.

• As stated above, convene at least twice per year. One face-to-face meeting is held at the annual APA convention and another mid-year meeting held in conjunction with mid-year continuing education conference co-sponsored by the Division (Article IV, Section 2E). See Appendices for MOU with Academy of Rehabilitation Psychology regarding mid-year conference timing and logistics.

• Determine the amount of dues and assessments each member pays per year

• Approve changes in the Division’s annual budget

• Consider proposed amendments to the Bylaws and if approved, submit for voting by the Division’s membership

• Board members, particularly Members at Large, may be asked to serve as liaison consultants to Committees, Chairs of Task Forces and other Division work activities.

• Follow this “Order of Business:”
  o Call to order
  o Reading presentation of the minutes of the last Executive Board meeting with corrections or additions and approval
  o Unfinished business left over from previous meetings
  o New business
  o Miscellaneous matters such as announcements or requests that require no formal action by the group
  o Adjournment.
President

The President upholds the Bylaws of the Division and affects the objectives of the Bylaws.

The President provides direction and coordination required to facilitate long-term goals and short-term objectives of the Division, as outlined in the current Strategic Plan. This requires a focus on recruitment and retention of Division members, soliciting their opinion and involvement in all affairs of the Division, as well as attending to their professional needs and interests in rehabilitation psychology.

The President presides, or delegates authority to do so, at business meetings of the Division, and with the Executive Board, directs, monitors and coordinates the affairs of the Division.

- Set place and date for meetings at APA Convention and mid-year Conference (in collaboration with Conference Board of Managers – see MOU in Appendices)
- Ensure accessibility accommodations for Board and Members
- Develop Agenda and distribute Section, SIG and Committee reports to all Executive Board members prior to start of each scheduled meeting
- Preside meeting according to Keesey’s Procedures
- Review and approval of annual budget
- Authorize necessary expenditures
- Prepare annual Division report to APA (due in December) for the previous year with the assistance of the Immediate Past-President and Secretary. It should be noted that practice over past several years has been to combine request for reports for Mid-year meeting agenda book with annual APA report. Leaders should be encouraged to submit reports in a format that serves both purposes. This helps to streamline creation of Mid-year meeting agenda book.

The President maintains timely contact with the Executive Board and other Officers, Committees and general membership utilizing various communication techniques, including formats providing reasonable accommodations, at least quarterly.

- Presidential Address at outgoing APA Convention (optional)
- Present Certificates of Appreciation to outgoing officers or other individuals who have contributed significantly to the Division at outgoing APA Convention
- Presidential column for website, optimally on a quarterly basis.
- Regular information updates and outreach via Division Listserv, website, and other social media such as Facebook and Twitter.
- Prepares in collaboration with the Secretary and submits annual report to APA.
- Annually reviews contract with Division Services in consultation with the Presidential Triumvirate and Treasurer and signs contract for next fiscal year.
- Annually monitors other contracts or MOUs for accuracy, updating or need for revision.
The President reviews and responds to APA-generated activities and correspondence, maintains contact with APA and with Presidents of other APA divisions, as well as with other rehabilitation organizations with overlapping interests. The President ensures that the annual report required by APA and all correspondence concerning budget and membership are timely.

The President is solely responsible for appointing and/or removing SIG and Committee Chairs, except for Nominating Committee. The following points may be considered in choosing and retaining Chairs:

1) Consider required interests, skills, experience and time to carry out a specific SIG or committee’s work demands

2) Compatibility of Chair with other existing committee members and with the President and Board; diversity among members in orientation and expertise, as well as in geographic location, is strongly recommended to maximize effective representation and achievements and avoid “group think.”

3) Technically, each successive President may choose to replace or retain Chairs. However, continuity that facilitates Division long-term goals is encouraged, ideally in the above-described three-year triumvirate model to optimize smooth succession.

4) Utilize former officers and other leaders, because of their identification with the goals of rehabilitation psychology, as ongoing consultants and developers of new leaders.

Committee membership review:

Typically, the Chair is free to recruit committee members, although by precedent, the President also has prerogative to appoint or remove members. It would be expected that the President would consult with the Presidential Triumvirate (Past-president and President-elect) and Committee Chair prior to making a unilateral appointment or removal.

An annual review of committee membership should be completed collaboratively by the President, President-Elect and the Chair, to determine the members who have made contributions the previous year who wish to continue so they can be re-appointed. The Chair is responsible for notifying members of their reappointment or thanking those who will no longer be serving on the committee.

In addition to standing Committees as specified in the Bylaws, ad hoc committees and task forces are established and dissolved by the President, with the Chair of each ad hoc committee and task force appointed by the President.
In collaboration with relevant Section, SIG or Committee Chairs, the president appoints, reappoints or removes Representatives and Liaisons to other APA governance groups and other external organizations. These include:

<table>
<thead>
<tr>
<th>Rep/Liaison</th>
<th>Related Section/SIG/Committee</th>
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</thead>
<tbody>
<tr>
<td>Committee on Women in Psychology (CWP)</td>
<td>Section 2</td>
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<tr>
<td>Committee on Disability Issues in Psychology (CDIP)</td>
<td>Psychologists with Disabilities SIG</td>
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<tr>
<td>Board of Educational Affairs (BEA)</td>
<td>Education and Training Committee</td>
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<tr>
<td>Commission for the Recognition of Specialties and Proficiencies in Professional Psychology (CRSPPP)</td>
<td>Education &amp; Training</td>
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<tr>
<td>Council of RP Post-Doc Training Programs</td>
<td>Education &amp; Training</td>
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<tr>
<td>Committee on International Relations in Psychology (CIRP)</td>
<td>International</td>
</tr>
<tr>
<td>Federal Advocacy Coordinator (FAC)</td>
<td>Practice</td>
</tr>
<tr>
<td>Committee for the Advancement of Professional Practice (CAPP), a committee of APAPO</td>
<td>Practice</td>
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<tr>
<td>Board of Professional Affairs (BPA)</td>
<td>Practice</td>
</tr>
<tr>
<td>SCI Practice Guidelines Consortium</td>
<td>Practice</td>
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<tr>
<td>Practice Guidelines Steering Committee</td>
<td>Practice</td>
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<tr>
<td>Interdivisional Healthcare Committee (IHC)</td>
<td>Practice</td>
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<tr>
<td>Council of Specialties (COS)</td>
<td>Division COS Rep/RP Cos Chair?</td>
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<tr>
<td>Specialty Synarchy</td>
<td>RP COS Chair?</td>
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<tr>
<td>Board of Scientific Affairs (BSA)</td>
<td>Science</td>
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<tr>
<td>Board for the Advancement of Psychology in the Public Interest (BAPPI)</td>
<td>Diversity</td>
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President-Elect

The President-Elect, as an officer of the Division, serves as a consultant to the President and, when necessary, as Acting President. A primary objective of this officer is to prepare for the Presidency and to work with the current President (Article IV, Section 1A; Article V, Section 2E):

- Become familiar with the operations of the Division – its offices, board, committees, APA relations, publication affairs and membership objectives – by reading this manual, the Division Bylaws, past minutes, reports.
- Become familiar with the Division’s present and potential leaders.
- Consider who should chair and serve on Presidential-year committees and initiatives
- Identify Division problems to be corrected and set goals and priorities, consistent with the Division Strategic Plan. In conjunction with the President, this may involve convening a long-term planning committee meeting of the executive board, typically in conjunction with the mid-year meeting.
- Attend APA Division Conference, typically held mid-late February/early March
- Preside at Division and Executive Board meetings in the absence of the President
- Assume the office of President if vacated; when the interim ends, assumes the Presidency for the one-year term for which elected.

The Program Chairs for both the Midyear (Spring Conference) and Annual APA convention should be appointed, or affirmed if already appointed via recommended ‘triumvirate’ leadership model, as soon as the President-Elect assumes office so that they can learn about the jobs and be prepared for their roles when the President-Elect becomes President. See Program Committee description below for additional information.

In collaboration with the President, the President-Elect should appoint (or reappoint) SIG and Committee Chairs (and Co-Chairs if desired) well in advance (early Spring) of her or his incoming board meeting at the APA Annual Convention (typically August). Specific charges for committees, consistent with Division Bylaws, Strategic Plan and this Leadership Manual, to be implemented during Presidential year should be developed; a written proposal of objectives for the next year (or more) and justification for any requested budget support should also be solicited from each Chair.

In collaboration with the President, Past-President and Treasurer, review annual budget, proposing any revisions to support key initiatives, to be ratified by the Executive Board.

Commence early any special projects of interest to the President-Elect (i.e., before incoming Presidential year).

At the Annual meeting where the President-Elect becomes president, present the out-going President with plaque for past service to the Division.

Carry out other duties assigned by the President and Executive Board.
Immediate Past-President

The Immediate Past President, as a member of the Division with extensive experience, serves as a consultant to the President. The Immediate Past President also serves as a voting member of the Executive Board and chairs the Nominating Committee (Article IV, Section 1A; Article V, Section 2E).

- Serves as a consultant to the President, providing continuity to Division affairs
- Attends as a voting member of the Executive Board and participates in other Division meetings
- Chairs and appoints the Nominating Committee (see Committee description)
- Carries out other duties as assigned by the President or the Executive Board
Secretary

As an elected Division officeholder (3-year term), the Secretary has a variety of responsibilities. These include attending and taking minutes at all Executive Board meetings, various correspondence and reports, archiving all relevant Division records and documents, serve as Board advisor to the Communications Committee and other miscellaneous duties:

- Take minutes (including attendance list) and collect reports at the meetings of the annual Incoming and outgoing Board and General Membership meetings, and the Mid Year Executive Board Meeting; within two weeks after each meeting distribute minutes to President(s) and to other members as indicated for verification. Minutes are submitted for Board approval at the next regularly scheduled meeting; once approved, they are posted on the Division website.
- Take minutes at any other official Division meetings
- Manage records as deemed by the Bylaws, President or Executive Board
- Answer inquiries from external individuals or from members regarding the field of rehabilitation psychology or the Division
- Send inquiries regarding membership to the appropriate Membership Committee Chair or designated individual
- Send to the appropriate officer any information from APA that is directed to that officer
- In consultation with the President or Executive Board, answer correspondence that requests a stance from the Division on specific issues
- Update, maintain and archive relevant Division documents and records to reflect current officers and their terms, including masthead of Division stationary, correspondence, current officers list, RP Synarchy list, ballot history, conference programs, and award recipients. Archive and electronically distribute as necessary. The Archives are accessible to all Division members, using the following link: [https://drive.google.com/folderview?id=0B_5_9EQ2Zz9taENEmBzRHLyUk&usp=sharing](https://drive.google.com/folderview?id=0B_5_9EQ2Zz9taENEmBzRHLyUk&usp=sharing)
- Work with the Communications Committee Chair to update and maintain accuracy of all materials on the Division website.
- Facilitate use of “apa.div22” address and Google Drive for email and documents related to Mid-Winter meeting conference planning.
- In consultation with Mid-Winter meeting Program Chair and conference CE chair, archive conference documents to dedicated folder on “apa.div22” Google Drive, in
order to provide a secure, centralized repository for records related to conference planning, CE credits, etc.

- Nominations/elections/voting
  - In collaboration with the Immediate Past-President (chair of Nominations & Elections Committee), prepare calls for nominations for Division vacancies to be disseminated via listserv, website and social media
  - Standard APA procedure is to email electronic ballots unless there is not a good email address. The Secretary will collaborate with Division 22 Membership Committee and with APA Division Services to ensure contact information current for each member.
  - In collaboration with the Immediate Past-President, report on the results of the elections
  - In collaboration with the Executive Board, urge members to give all 10 of their votes for Division 22 on the Apportionment Ballot (this determines number of Representatives to which the Division is entitled on the APA Council)

- Collaborate with Membership Chair and APA Division Services to verify accuracy of membership roster annually.

- Deliver to successor, within one month after the new Secretary takes office, all Division properties that are possessed.

- Execute other duties as stated in Keesey’s Modern Parliamentary Procedures

- Execute other duties as assigned by the President or Executive Board.
**Treasurer**

The Treasurer (elected for a three-year term) is the officer of the Division who is the custodian of the funds of the Division. Duties include the disbursement of funds in accordance with the budget approved by the EC; collecting money (see details below); serving as financial officer; and being a financial consultant to the President and Executive Board. The Treasurer is responsible for monitoring and reporting on Division Finances, including preparation of annual budget for Executive Board approval, in collaboration with President and President-Elect.

Specific duties include:

- **Custodian of Funds**
  - Receive vouchers from those who are authorized to draw from the Division’s accounts; check and file the vouchers; oversee bookkeeping by APA and its contracted supports for each account, including overseeing the recording of expenditures on an ongoing basis throughout the term of office.
  
  - Monitor all disbursements and collections of the Division. All requests for reimbursement by Division members are mailed to the Treasurer for handling. It is the Treasurer’s responsibility to check the accuracy, validity relative to the current budget, and completeness (proper documentation, etc.) of the reimbursement request. In the case of travel reimbursement, the Treasurer must assure that a travel expense form is completed by the traveler, and check that the proper receipts are included. All collections checks are endorsed by the Treasurer and deposited in the proper account.

  - Budget management/reconciliation should be completed on a monthly basis.

  - Receive statements of savings and interest from financial account and move monies into or out of savings, investment and checking accounts as needed.

  - Correlate the Division’s receipts and expenditures with the record of receipts and expenditures maintained by the financial section of APA. Project receipts and expenditures so that budgetary constraints for the forthcoming year can be estimated.

  - Oversee that the collection of monies from new members and affiliates (e.g., students) is accurately completed by APA Division Services Office;

  - Make payments authorized by the President and/or the Executive Board in accordance with budget and bylaws.

  - Oversee the maintenance of all financial records of Division and have records subject to call. Check for overall accuracy of monthly budget reports prepared by APA, look for major missing or incorrect entries for expenses and income.
o Recognize, communicate and respond to changing financial situations as they occur, with consultation with the President and Board. This could include, for example, recommending travel restrictions to conserve funds.

o Obtain independent outside audit (optional at Treasurer’s discretion) at the end of the fiscal year or term of office; such audit may be mandated at any time by the Executive Board.

● Administration

o Prepare or obtain financial statements for each meeting of the Executive Board

o Prepare or obtain other financial statements as deemed necessary by the President or Executive Board.

o Work in collaboration with the Academy (ABRP Inc.) Treasurer to review financial statements pre- and post-RP Midyear meeting and share these results in a written format with the President and President-Elect.

o Consult with the President and President-Elect before the annual meeting on the preparation of the budget. This includes preparation of a detailed five-year budget projection taking into account all forms of income and expenses, as well as projected membership and dues. Modifications of this projection may be requested by the President and/or Board.

o Respond to APA requests for an annual report of information (e.g., purposes of expenditures) which is necessary to support continued tax-exempt status as a nonprofit organization and required in order to file the year-end Federal tax return. Approve the Division Federal Income Tax Return.

o Follow the determination of the Division’s Executive Board as to which of the fiscal functions of the Treasurer shall be delegated in whole or in part to the APA Central Office.

o Oversee the maintenance of a general ledger of Division income and expenses and prepare the Division budget statement for Executive Board’s consideration.

o Handle correspondence relating to financial matters involving the Division.

o Turnover all financial records and funds within one month of newly elected Treasurer taking office

o Execute other duties as assigned by the President or Executive Board.
Representative(s) to Council

The APA Council of Representatives is the legislative body of the American Psychological Association with full power and authority over affairs and funds of the Association within limits of the APA Bylaws and Certificate of Incorporation. A Council member from a State Association or an APA Division is the representative of that association or division on the legislative matters that govern the APA.

The number of Division 22 Representatives to the APA Council is determined annually by APA member allocations (Members of 22 should be encouraged to designate all 10 votes for the Division). The Division Representative(s), having met the requirements of the APA and having been elected according to its rules and procedures, shall fulfill all the duties prescribed by the APA for Division Representatives and carry out such other duties as may be assigned to them by the President and Executive Board of the Division. Specific duties include:

- Participate in the meetings of the Division’s Executive Board as voting member(s).
- Seek the advice of the Division 22 Board regarding relevant items from the upcoming agenda of the APA Council and potential New Business Items (NBI) relevant to the Division. Inform the Division 22 Board of ways the Division might be represented in APA Presidential initiatives.
- Attend and participate in Council meetings and caucuses of the APA Council (at the Annual APA Convention and in the mid-year) and represent the Division.
- Represent the Division as inter-divisional liaison(s) as designated by the President, and/or to support CODAPAR initiatives as needed.
- Prepare reports for the Executive Board on activities of the APA Council.
- Collaborate with other Council representatives in the creation of relevant new business items (NBI) and submit to the APA Secretary or other appropriate officer of APA for action by the Council.
- Work with the former Council Representative(s) to allow for an effective continuity; attendance at the annual convention Council meeting immediately following election is advisable.
- Inform constituents (and gain their input, opinions) regarding key Council business through Officers and Executive Board of the Division by attending those business meetings, by making self available at social hours and by reports submitted via the listserv, website, social media, or other means acceptable to the Division.
- As a member of the Executive Board, help to formulate the Division’s policies and procedures in response to relevant APA content or organizational policies.
• Organize the campaign to solicit the greatest possible number of votes for Division 22 on the APA apportionment ballot

• Note helpful information regarding duties as provided below:

  o Transportation expenses for the Mid-Year Meetings are reimbursed by APA. Hotel and meals are reimbursed up to the budgeted amount for each representative. Two-nights hotel expenses for the Council meeting at the time of the Convention meetings are paid by APA; all expenses are responsibility of the Council member. If funding for personal assistance is not covered by APA, the Council representative should request Division funding for such expenses.

  o **Council Representatives have fiduciary responsibility to APA, and vote their own consciences.** It is recommended they examine the Council agenda and come to meetings of the Executive Board of Division 22 prepared to present and discuss issues that may affect Division 22 and its members and to hear the Division’s perspectives in order to inform their vote.

  o Experience suggests that it is in the best interest of the Representative and Division 22 for each Representative to actively participate in the affairs of Council so that Rehabilitation Psychology achieves visibility and influence in the APA structure by expressing its interests.

  o The term of office is three years and begins on January 1st of the year following APA elections. Since the number of seats allotted the Division is determined by the APA-wide apportionment vote, the number of representatives may fluctuate. In the past, the Division has had either one or two representatives. If the Division loses a seat, a determination by the Executive Board needs to be made regarding which representative loses their seat. There is no APA policy regarding this decision. In the past, the representatives have made a proposal to the Board after informal negotiation. In the past, the representative who had served the longest offered to step down.

  o When the Council agenda is sent out, request an electronic copy and then cut and paste the agenda (only) into an email and post to the RehabPsych listserv indicating that if anyone had any questions or concerns they should contact the Division 22 APA Council Representative(s). If asked for more information, provide inquiring member with details from the material provided in the COR agenda book.
Members-at-Large

The Bylaws specify six elected members-at-large (MAL). All MAL’s serve 3-year terms, and two MAL’s are elected each year (Article IV, Section 2A; Article V, Section 2D). MAL’s serve at the pleasure of the President in liaison roles to key committees, liaison roles to ad hoc task forces, or other special projects, and are expected to support key presidential initiatives. It is expected that each MAL will work on at least one major presidential initiative or Division project each year.
Early Career Psychologist Representative

The election/appointment of a voting Early Career Psychologist (ECP) member to the Executive Board is done in accordance with Division 22 Bylaws: Article IV, Section 2; Article V, Sections 1 and 2. In addition to representing the ECP members of the Division as a voting member of the Executive Board, the ECP Representative has the following duties:

- **Liaison with APA Committee for Early Career Psychologists (CECP)**
  - Promotion of consistency in policies regarding early career participation and governance
  - Communication regarding opportunities for advocacy, mentoring
    - Promotion of Division 22 activities and participation opportunities through APA Early Career channels (e.g., website, magazines, listservs)

- **Division Committee Representation of ECPs**
  - Advocate for representation of ECPs on every standing Division Committees, sections and SIGs
  - Liaison with other Division sections, Committee, SIGs to coordinate and publicize opportunities for ECP participation.
  - Work with Mentoring Committee to move ECPs through Division leadership pipeline

- **Division 22 Membership Committee**
  - Coordinate with Division 22 membership chair to receive list of new ECP members (members in first ten years of career)
  - Correspond with new members, welcoming and encouraging participation
  - Maintain current list of ECP members
  - Communicate with members to encourage participation, elicit suggestions/opinions, mentoring opportunities, etc.
  - Develop outreach strategy in coordination with Membership Committee for ECPs who dropped Division membership

- **Division 22 Mentorship Committee**
  - Act as key member of Mentorship Committee (or designate role to another ECP)

- **Liaison to Communications Committee**
  - Website/Social Media
  - ECP column quarterly on website, with links to/from listserv, social media

- **Strategic Planning Task Force**
  - Advocate for ECP representation on standing committees and SIGs

- **Conference Planning**
  - Represent ECPs (or designate another ECP) on Convention and RP Program Committees to develop ECP-focused programming.
- Encourage ECP participation in symposia and poster submissions
- Publicize ECP awards

- Liaison with other Division sections, Committees, SIGs to coordinate and publicize opportunities for ECP participation.

Per Board approval, August 2007: Travel expenses reimbursed, to extent not provided by Representative’s institution/employer, but to maximum allowable (currently $1500/year).
Student Representative

The Student Representative is a student-affiliate member appointed to the Executive Board by the President (see Nominations Committee for details of the selection process). The selected Student Representative serves a minimum of a one-year term, but may reapply or be reappointed to a second year term.

In addition to serving as a voting member of the Division Executive Board and acting as a liaison between the APAGS Division of Student Representatives, specific duties of the Student Representative include:

- Acting as the Student Leadership Network (SLN) Chair
  - Organize biannual strategic planning conference calls with the SLN Committee.
    - Tips & Tricks:
      - Although conference calls are helpful, emails are necessary for more frequent contact
  - In collaboration with the SLN Committee, plan biannual webinars on various topics related to rehabilitation psychology.
    - Tips & Tricks:
      - Often division committee’s are a good place to look for speakers if planning a webinar on a committee-relevant topic
  - Maintain the SLN Campus Chapter registry.
    - Tips & Tricks:
      - This is managed on through a Google drive folder
  - Communicate with and provide support to the SLN Campus Chapters.
    - Tips & Tricks:
      - Email and social media have been effective ways to promote communication, as some student members do not have access to the listerv
  - Act as a liaison between the SLN Committee and SLN Campus Chapters to aid in the distribution of funds, transfer of chapter leadership, new chapter applications, etc.
    - Tips & Tricks:
      - Reimbursement:
        - Inform chapters of the pre-approval process that should occur before SLN events are held if the chapter will be requesting reimbursement for the event
        - Use the reimbursement forms created and send a summary email of the process to the chapters requesting reimbursement. Contact the Division treasurer with questions.
● Transfer of chapter leadership:
  ○ Encourage a transfer of leadership before chapter chairs leave their graduate program for pre-doctoral internship
  ○ Promote the growth of the SLN, including outreach to interested students, and coordination with division leaders/FRP when appropriate.
    ▪ Tips & Tricks:
      ● Connecting with conference attendees from institutions without an SLN chapter provide good opportunities for SLN growth
● Executive Board duties
  ○ Participate in the meetings of the Division’s Executive Board as a voting member.
  ○ Prepare biannual reports for the President to be presented at the APA Convention and Mid-Year Conference Executive Committee meetings regarding the SLN and student activities (see section on Committees).
    ▪ Tips & Tricks:
      ● This is a great opportunity to alert the division’s leadership about the activities of the student body. It’s okay to brag about the accomplishments of the SLN.
● Conference Planning
  ○ Collaborate with the Program Committee Chair to select a Student Conference Chair for the Division Mid-Year Conference.
    ▪ Tips & Tricks:
      ● Although the application process should be discussed with the current Program Committee Chair, historically the Student Representative has been responsible for sending out the call for applications
  ○ Collaborate with the Student Conference Chair to develop and execute trainee-focused official and unofficial programming at the Division Mid-Year Conference.
    ▪ Tips & Tricks:
      ● Past programming has included a minimum of: 1 hour student oral presentations (official program), a student social hour (unofficial program), a student lunch (unofficial program), a student roundtable (unofficial program), and 1-3 presentations that are on trainee focused topics (official program)
      ● All official programming for the conference has traditionally been submitted as abstracts through the peer review process
      ● Collaboration with the ECP SIG has been helpful in the past to improve programming
  ○ Collaborate with the Division 22 APA Convention Programming Chair to develop and execute trainee-focused conference and hospitality suite activities at the APA Convention.
• Tips & Tricks:
  • Past collaborative programming has included: internship workshops co-sponsored by divisions 40 and 38, and diversity focused symposium including disability co-sponsored by divisions 40, 44, and 20
  • Past programming in the hospitality suite has included: SLN meeting, leadership conversation hour, student social, and 1 hour student oral presentations
    o Encourage trainee conference attendance at the APA Convention and Division Mid-Year Conference.
• Tips & Tricks:
  • Promote trainee focused events on the listserv, social media outlets, and email
  • Using created flyers has been helpful for promoting events
• Interdivision Collaboration
  o Act as a liaison with other Division sections, Committees, and SIGs, as well as FRP to coordinate, promote, and publicize opportunities for trainees.
• Tips & Tricks:
  • Build relationships with student leadership from other divisions by attending their division student social events (i.e., division 40 (neuropsychology) and division 38 (health psychology)
  • The APAGS-PSLN listserv is only for division Student Representatives and is a good way to connect with student leadership from other divisions for collaboration

Per Board approval, travel expenses are reimbursed for APA and mid-year conference, to the extent not provided by the Student Representative’s institution, but to the maximum allowable (currently $1500/year).
Sections, Committees, and Special Interest Groups (SIG’s),

While general guidelines and specified functions of this Manual’s “job descriptions” are needed for structure and accountability, innovative objectives and methods require reasonable discretionary powers by Sections, SIG’s and Committees. It is important to note that while some of the duties listed are mandatory, others are only suggestions.

Most importantly, all leaders of Division 22 must be responsive to the wishes of the entire membership and the needs of the individuals they serve. This goal requires ongoing communication with one another through the organization’s meetings, publications and other media. It is recommended that Committee Chairs collaborate in cross-committee Divisional projects to optimize resources and work product.

Chairs and members of sections, SIGs and committees implement the goals and interests of the general membership as reflected by their elected officers. Consequently, sections, SIGs and committees through their Chairs are responsible to the President and Executive Board, who, in turn, are accountable to the membership of the Division in fulfilling the organization’s mission. Collaboration between Sections, SIGs and Committees to further the goals and objectives of the Division’s strategic plan is encouraged.

Sections (Article IV, Section 3, paragraph E)

There are currently two sections: Section 1, Pediatric Rehabilitation Psychology, and Section 2, Women’s Issues in Rehabilitation. Sections may be formed by petition of 20 members and approval by the Executive Board and may be dissolved by a majority vote of the Executive Board. Chairs of Sections are elected by the membership of the Section based on the provisions in the Section’s bylaws (see appendices of this Manual, or links provided on www.div22.org). Readers are encouraged to access current information regarding active Sections on the Division website: www.div22.org/sections-overview.

Committees

Committees do much of the important work of the Division. Generally, committees have administrative rather than executive powers, although their findings and conclusions are often accepted. The activities of committees are given general direction by the President and Board but interference with the committee’s proper function is avoided.

Ad hoc committees and task forces may be appointed by the President as deemed necessary. Specialized subcommittees may also be formed to address a specific charge under the oversight of a major committee.

The President is responsible for appointing all Committee Chairs except Nominating Committee, which is the responsibility of the Immediate Past President. Committee Chairs are responsible for appointing members to the committee, in sufficient numbers to complete the work of the committee (typically between 3 and 9). Except for the Nominating Committee which must include at least two past or present members of the Executive Board in addition to the Chair, there are no bylaws restrictions on who may serve on a committee, or on the number of members a committee may have. Committees of one are discouraged.

Committee Chairs are responsible for ensuring the work of the Committee is completed through the year, often by conference call or email, and that reports of key activities, outcomes and recommendations are submitted in a written report to the President and Board prior to each scheduled Executive Board meeting. Reports should include: a) the current members of the committee; b) any proposed changes in goals or objectives; c) progress or accomplishments since last report; d) recommended changes, additions or deletions in committee descriptions in Leadership Manual; and e) Action items requiring a vote of the board, including requests for budgetary support for activities of the committee. Informal communication and consultation with the President regarding any significant committee activities or changes is also encouraged.

While there are no bylaw-mandated term limits except Nominations Committee Chair who serves for one year, and Program Chairs who serve in a triumvirate model (Past, Present, Elect), Committee Chairs are encouraged to commit and to serve for a period of three years. A key goal is to develop continuity such that Division business and long-term goals are achieved; thus the goal for each Chair is to identify and develop a successor Chair to recommend to the President. Committee chairs are also encouraged to implement (or to sustain if already implemented, a triumvirate model of leadership, similar to that of the President position, to further facilitate continuity and leadership development.

Committee Chairs, in collaboration with the President, review committee member performance and desire to continue serving annually, and determine who wish to continue so they can be reappointed. An annual call for new members via listserv, website and social media is recommended, as appropriate to fill any vacant positions, encourage member participation in Division governance. Chairs are responsible for notifying members of their reappointment or thanking those who no longer will be serving on the committee.

All members and leaders should be alert to individuals who may be interested in joining the Division and who may wish to become active in committees or leadership, and convey this information to the President and President-Elect to consider for future appointments. In addition, Committee Chairs are strongly encouraged to maintain current information regarding the structure and function of the committee, and current committee tasks and events and
contact information on the Division 22 website, as well as the online edition of this LM, so that those who may be interested in being involved have access to accurate information.
SECTIONS

Section 1: Pediatric Rehabilitation Psychology

The Pediatric Rehabilitation Special Interest Group was established in 1986 to bring together individuals who understand and work with the psychological needs of the child with physical differences. After bylaw changes in 2001 enabled the formation of Sections in the division, Pediatric Rehabilitation Psychology became the first formal Section of Division 22 (Section 1). Subsequently, Section by-laws were approved by the Division. The first election of Section Officers and Board was held in 2003.

APA Division 22 (Section 1): Pediatric Rehabilitation Psychology was formed to provide organization and structure for Pediatric Rehabilitation Psychologists who have constituted a small but significant portion of Division 22 members. Pediatric Rehabilitation Psychologists have organized in this way to:

- Promote healthy child development in children with disabilities through direct psychological services, consultation, advocacy, education and research;
- Provide a prominent voice for the rights of children with disabilities;
- Identify and address key factors in the disablement of children.
Section 2: Women’s Issues in Rehabilitation Psychology

The Section on Women’s Issues in Rehabilitation Psychology was formed through extensive discussion from August 2004 through April 2005 with approximately a dozen members of the division spearheading the need to more fully represent women and issues that pertain to women. The Section was approved unanimously by the Executive Board on April 7, 2005.

The purposes of the Section are to encourage, promote, and facilitate contributions by division members and other psychologists to the field of Rehabilitation Psychology particularly as they pertain to women, and to represent the interests of women to the Division within the APA and external constituencies.

The goals of the Section fall under the following five major headings with examples provided for each heading:

- **Professional Support**
  - Bring together rehabilitation psychologists and other affiliates who specialize and/or have an interest in a broad range of women’s issues.
  - Maintain a network of support and a forum for sharing ideas and experiences.
  - Promote, by mentoring and other means, the advancement of women in rehabilitation psychology who represent diverse backgrounds, experiences, and perspectives.
  - Encourage, nominate, and support women for awards and appointment or election to positions of leadership.

- **Education, Training and Distribution of Education**
  - Develop and expand education and training on women, across the lifespan, as providers and recipients of Rehabilitation Psychology, through mentoring, meetings, conferences, conference sessions, and the preparation and publication of technical and professional manuals, reports, guides, etc., pertaining to a broad range of women’s issues within Rehabilitation Psychology.

- **Scientific Affairs and Scholarship**
  - Promote research on the specific needs of female consumers of rehabilitation services during all phases of the rehabilitation process, especially in those areas where their needs are very different from those of male consumers, and to promote the dissemination of this information in both professional psychology journals and the journals of other involved disciplines.

- **Professional Practice**
  - Work toward formulating, refining, interpreting and promoting practice standards and ethical principles and practices that are consistent with the Bylaws and Rules of APA and the Division of Rehabilitation Psychology for all psychologists who work with women.
Promote approaches and practices integral to the unique historical and future development of women's perspective in healthcare and rehabilitation

**Advocacy and Public Interest**
- Increase public and professional awareness for women’s unique experiences of bias and barriers within social and professional networks and the potential consequences of these on health, socioeconomic status, and vocational or professional advancement.
- Promote attitude change toward women in rehabilitation both as professionals and as consumers and to afford them the same dignity and opportunities as males.

*Related Liaison / Position:*

Committee on Women in Psychology (CWP)
Committees

Awards Committee

The Awards Committee is responsible for identification of the recipients of the Division awards that are distributed annually at the midwinter Rehabilitation Psychology meeting and the annual APA convention. The Chair of this Committee works closely with the Science, Practice, Mentoring and Program Committees in the selection of research, practice, mentoring and early career award recipients.

Duties

The awards presented at the APA Annual Convention include:

- **Rosenthal Early Career Research Award**: This bi-annual award is given to persons who, while still in the first ten years since being awarded their doctorate, have made a significant contribution to research in the area of Rehabilitation Psychology.

- **Early Career Practice Award**: This annual award is given to persons who, while still in the first ten years since being awarded their doctorate, are seen as a model for practice in Rehabilitation Psychology.

- **Early Career Research Award**: This annual award is presented to the individual who has made the most significant contributions to the science of rehabilitation psychology during the first 10 years since earning their doctoral degree.

- **Harold Yuker Award for Research Excellence**: This award is given to the first author of the most highly rated paper published in the journal, *Rehabilitation Psychology*, during the previous year.

- **Larry Stewart Award (SIG on Deafness)**: This award is presented biennially to an individual who exemplifies the ideals and values of Dr. Larry G. Stewart through professional contributions to research, theory, or practice which demonstrate consistency with Dr. Stewart’s conviction that all people share a common psychology and humanity, whether they are hearing, hard of hearing, or deaf.

The awards presented at the midwinter Rehabilitation Psychology meeting include:

- **Lifetime Achievement**: This annual award is given to recognize rehabilitation psychologists who have made outstanding lifelong contributions in their lifetime of work in the areas of practice, science, public interest, and/or education and training that advances Rehabilitation Psychology as a science or a profession.
• **Lifetime Practice Excellence Award**: This annual award is conferred upon an individual who is judged to have made distinguished lifelong contributions to Rehabilitation Psychology through excellence in the clinical practice of Rehabilitation Psychology, in training others for clinical practice, and/or in setting clinical practice policy.

• **Roger G. Barker Distinguished Research Contribution Award**: This annual award is conferred upon an individual who is judged to have made an outstanding lifelong contribution to Rehabilitation Psychology through empirical research, conceptual/theoretical development, or both.

• **Division 22 Mentoring Award**: This annual award is given to honor a rehabilitation psychologist who has displayed excellence in mentoring clinical, counseling, or rehabilitation psychology graduate students, interns, postdoctoral fellows, or junior faculty. This award recognizes individuals who have demonstrated excellence in their professional generosity supporting, encouraging, and promoting professional and personal growth, and education, training, and leadership in Rehabilitation Psychology.

• **Student Award for Research Excellence**: The award is given to the student whose research is considered the best in reflecting the research at the cutting edge of rehabilitation psychology.
Communications Committee

(formerly the Publications & Communications Committee)

Dissemination of information about the science and profession of rehabilitation psychology and its organization and activities are a basic goal of this Division. Accordingly, it facilitates the operation of a website, listserv and, on occasion, separate material of special interest. The committee is comprised of members of Division 22, which includes practicing professionals and trainees with a particular interest in rehabilitation psychology.

In the event of vacancy of positions, the Committee shall collaborate with the Executive Board of Division 22 for soliciting names of suitable candidates.

The role and activities of the Committee will vary from time to time, depending on the needs and resources of the Division. With our listserves and social media mechanisms, the Committee may solicit from other committees and/or develop publications which would directly serve the members (e.g., membership or site directories), provide service to various outside constituencies (e.g., guides to rehabilitation psychology services), be useful for public relations (e.g., WebPages, brochures or pamphlets), or have professional or scientific value (e.g., monographs or proceedings). The committee may conduct surveys or studies of various kinds to assess the publication needs of the Division with approval by the Executive Committee.

Nothing in this description of the Committee's charge should be interpreted as meaning that all publications of the Division must be approved or monitored by the Committee, nor should it be assumed that the Committee will necessarily produce special publications during any specific period.

Duties

1. In the event of vacancy or expected vacancy of the positions of Chair/Co-Chair of the Committee shall locate candidates for the vacancy. Procedure will be as follows:
   a. In consultation with the President, incumbent Editors, Board Members, and other Division members, and consistent with this Manual, a statement of qualifications shall be developed.
   b. The opening will be announced to the Division membership, through available communication mechanisms, such as, the website and listserv.
c. Additional sources of nominees will be notified and their assistance requested.

d. Statements of qualifications and willingness to serve shall be obtained from each nominee.

e. Nominees will be submitted to the Board for consideration and appointment.

4. The Committee shall encourage the production of its members, and the appropriate submission to its publications of work produced by nonmembers; consequently:

The Committee shall develop such procedures as are appropriate to stimulate the submission of material written by members or other to available Division communication mediums. The editorial prerogative of the publication editors, however, shall not be infringed.

5. In collaboration with the advice and action of the President and/or Board, the Committee shall provide for the publishing and/or printing and distribution of this Division's publications. This responsibility includes administrative policy and its implementations as well as monitoring outcome and arranging new agreements, if directed to do so by the Board. The Committee may additionally assist in these ways:

   a. Promote advertising in any communication vehicles by surveillance of advertisements in other publications of products and vendor services of interest to Division 22 members and also contacting publishers of books by rehabilitation psychologists or of interest to members.

**Related Functions / Positions**

**Website / Webmaster**

The Division Website Webmaster is responsible for editing, maintaining and continuously updating the Division Website under the direction of the Communication Committee and Division Board. The division has provided nominal compensation for this activity. The Webmaster serves upon appointment by the Executive Board. The length of the term and specific authority of the Webmaster is not specified in the Bylaws of Division 22. In the event of
an emergency or less than majority vote by the Board a webmaster shall be selected and appointed by the president in consultation with the president-elect and Communications Committee Chair. This interim appointment, however, can be confirmed or overruled at the next meeting of the Executive Board.

Duties

1. Stimulate and facilitate communication between and to the entire membership and non-members interested in Rehabilitation Psychology including:
   a. Official Division announcements and governance reports such as minutes by the Secretary of the Executive Board meetings, selected or edited reports by committees and other groups, program committee call for papers and convention schedules, periodic president’s messages, current by-laws.
   b. Announcements of general or specific nature relevant to rehabilitation psychology
   c. Report on newsworthy events including written and pictorial accounts. Include excerpts or selected articles from the Division communication vehicles
   d. Posting information regarding how to become a member, a general description of the field, list of training programs, information regarding board certification by the ABPP in Rehabilitation Psychology, list of readings in the field.
   e. Serve as a member of the Publications and Communications Committee

2. Solicit, screen and edit all material from various sources for posting (or supervise these editorial functions). Committee Chairs are responsible for updating their committee webpages for relevance with supervision by the webmaster for uploading.

3. Assign tasks to an editorial staff and monitor progress. In this role, the Webmaster creates staff positions as needed and appoints (or removes) staff members.

4. Attend and participate in Executive Board meetings, preparing official reports for these two meetings, and reporting on the status of the website including recommendations for changes.

Listserv / Listserve Manager

The Division Listserv Manager provides oversight of the Division Listserv under the direction of the Communications Committee and Division Board. The Listserv Manager serves upon appointment by the Communications Chair. The length of the term and specific authority of the Listserv Manager is not specified in the Bylaws of Division 22.

Duties
1. Host locally or arrange for hosting by APA of the listserv
2. Stimulate and facilitate communication between and among the entire membership
3. Add or eliminate members or student members to the listserv at their request. The Listserv Manager assures that new subscribers are members or affiliates of the Division, graduate students interested in rehabilitation psychology, rehabilitation psychologists who do not reside in the United States or Canada, or non-psychologists who have a legitimate interest in the listserv and whose involvement will benefit other subscribers.
4. Monitor communication on the listserv providing occasional guidance regarding listserv etiquette and specific Division 22 listserv guidelines.
5. Remove or suspend participation on the listserv by a listserv participant who repeatedly violates etiquette, norms, or guidelines. This would generally be done after privately warning the offending participant.
6. Review the listserv “welcome message” as needed, including the rules for participation and authority to discontinue a subscription if the rules are not complied with.
7. Facilitate or post official division announcements and other information of interest to the general membership such as:
   a. Announcements of general or specific nature relevant to rehabilitation psychology
   b. Post newsworthy events
8. Serve as a member of the Publications and Communications Committee.
9. Assign tasks to an Associate Listserv Manager if the Listserv Manager is unable to provide ongoing monitoring due to illness, vacation, etc.
10. Attend and participate in the Executive Board meetings, preparing official reports for these two meetings, and reporting on the status of the listserv including trends in the number of posted messages

Social Media
Continuing Education Committee

The Continuing Education (CE) Committee became a standing committee after the 2001 revision of the Division Bylaws. It is responsible for approving continuing education activities and providing continuing education credits. The Committee maintains approval of Division 22 by the American Psychological Association to provide continuing education to psychologists.

The Committee selects, develops and monitors continuing education activities in conjunction with Division 22 and in collaboration with other professional organizations. Activities include possible online home study through available communication mechanisms, conference presentations at APA, Brain Injury Association, ACRM, ASCIP and other special conferences.

Requests for sponsorship of CE activities are submitted to the Committee Chair. The topic must be relevant to Rehabilitation Psychology and a Division 22 member must be part of the program planning process. Each person receiving CE credits must complete an activity evaluation form, and Division 22 or the co-sponsoring organization must maintain records of attendance, evaluation and credits. Annual reports are sent to APA regarding CE activities and attendees.

Duties

1. The committee reviews requests for sponsorship according to APA guidelines.
2. At Division 22 educational events (such as the mid-year conference and annual APA convention), the Committee arranges for:
   a. Session Monitors (See recent update to Session Monitor duties in conjunction with move to electronic CE system in collaboration with ABPP)
   b. (Describe recent update to electronic CE system for evaluation form submission and certificate of attendance distribution)
3. Keep a record of credits.
Disability Identity Committee

The purpose of the Disability Identity Committee is to promote five main goals within Division 22:

1. To foster the spirit of disability culture and sense of identity pride within Division 22 and APA, and to advocate for the inclusion of voices of the lived experience of disability in clinical practice, training, education, and research in the field of Rehabilitation Psychology.

2. To expand notions of rehabilitation to broader disability experiences as a diversity variable throughout the lifespan and support dialogue around disability culture and identity at regional and national meetings.

3. To encourage psychologists and trainees with disabilities to enter the rehabilitation field and promote mentorship of psychology students and trainees with disabilities.

4. To recognize and promote unique contributions of psychologists with disabilities as providers of services, researchers, educators, and advocates by increasing their representation in the Division, including leadership.

5. Advocate for the programmatic and logistical accessibility of activities for all members of the Division.

Duties

1. The Committee Chair promotes the inclusion of broad disability topics and directions within Division activities.
   a. Brings disability culture and diversity identity perspective to executive board meetings and decisions
   b. Keeps knowledgeable of interdisciplinary disability topics and the ways that they intersect with rehabilitation psychology
   c. Promotes the importance of the impact of sociopolitical issues and changes on the quality of lives of people with disabilities

2. Committee members work on recruitment and retention of rehabilitation psychologists with disabilities within Division 22 and APA.

3. Committee chair partners with executive board members to promote full programmatic and logistical access to board activities and conferences for members with a wide range of disabilities.

Related functions / positions

CDIP Liaison
CDIP is the American Psychological Association’s Committee on Disability Issues in Psychology. The Committee functions as part of the Public Interest Directorate of APA. CDIP has 6 APA members, each serving staggered 3-year terms, and reports to Council through the Board for the Advancement of Psychology in the Public Interest (BAPPI). The Committee is mandated to address all areas of disability in psychology. The mission of CDIP is to:

- Promote the psychological welfare of people with disabilities
- Promote the development and implementation of psychological service delivery models responsive to the needs of people with disabilities
- Promote the awareness of disability issues in psychological research as well as specific research activity in disability areas
- Promote inclusion of knowledge about disabilities and disability issues in education, training programs, and professional development of psychologists.

The Division 22 liaison to CDIP is the formal link between the Division and the Committee. Division 22’s liaison to CDIP attends 2 meetings of the Committee at the APA consolidated meetings each year in Washington, DC each spring and fall, and additional telephone conferences may be scheduled. The liaison is invited to participate in discussion of items on the CDIP agenda, and is also a recorder who brings information about CDIP’s activities back to the Division. The Division and the Committee have many overlapping interests. Often this leads to collaborative projects and additional input from other members of the Division. The CDIP liaison provides a report for the executive Board of Division 22 at both the summer and mid-winter board meetings. The liaison also seeks input from the Board and Division 22 members about important issues that they believe should be forwarded to CDIP for review and/or action.
Diversity Committee

The Diversity Committee is concerned with addressing issues of diversity as they relate to rehabilitation psychology. To this end, it seeks to encourage research and training on culture, class, race, ethnicity, gender, sexual orientation, age and other dimensions of diversity as they relate to the experience of disability and chronic health conditions and the process of adjustment to these conditions. The Diversity Committee facilitates the adoption of clinical practices that permit effective service to diverse consumers and implements measures to attract diverse students and professionals to the field. This standing Committee was established when the division bylaws were revised in 2001.

Duties

1. Communicate with leaders of funding agencies to emphasize the importance of supporting research on issues of diversity as they related to the prevention and treatment of disabilities and other chronic health conditions.
2. Promote the presentation and publication of research on diversity in Division publications (e.g., Rehabilitation Psychology) and meetings (e.g., APA Annual Convention, Midwinter Conference) and other venues (e.g., National Multicultural Conference and Summit).
3. Solicit input from organizations representing rehabilitation consumers about their rehabilitation needs with respect to cultural diversity.
4. Collaborate with bodies (e.g., American Board of Rehabilitation Psychology) that set professional training and practice guidelines to ensure that they promote the best clinical practices available with respect to treating diverse consumers.
5. Advocate for the use and development of appropriate assessment instruments and norms for culturally diverse populations.
6. Create a database of experts and a repository of materials on diversity issues as they relate to the experience of disability for the purpose of continuing education, training and consultation.
7. Promote the entry of diverse students and professionals into rehabilitation psychology by disseminating information about the field, including information about training opportunities, to culturally diverse audiences.
8. Confer and recommend to the Executive Committee potential candidates for elected and appointed Division offices and potential members on Division publication editorial boards.
9. Serve as Divisional liaison with Board for the Advancement of Psychology in the Public Interest (BAPPI) and APA Office of Ethnic Minority Affairs and coordinate with the Division Disability Issues and International Committees and other professional organizations that have an interest in diversity issues (e.g., Divisions 35, 44 and 45, National Academy of Neuropsychology Diversity Committee).
Related Functions / Positions

Board for the Advancement of Psychology in the Public Interest (BAPPI) Liaison

The Liaison to the Board for the Advancement of Psychology in the Public Interest (BAPPI) attends the board meetings held during the APA Consolidated Meetings twice annually. Due to the executive sessions traditionally held on Sundays, the liaison is expected to attend on the Friday and Saturday portions of the meetings. The liaison prepares for the meetings by previewing the BAPPI and Cross-Cutting agenda books and maintaining familiarity with the most recent minutes from the Division 22 Executive Committee (EC) meetings. During the BAPPI meetings, the liaison participates in discussion of items pertinent to rehabilitation and disability issues. During Division 22 Executive Committee meetings, the liaison highlights BAPPI issues which are pertinent to Division 22 and alerts members of the EC when there is divergence between the activities of BAPPI and those of Division 22.
Education and Training Committee (not updated)

The Education and Training Committee is concerned with the education, training and professional development of rehabilitation psychology trainees and professionals. The Committee works within the Division, and with the APA Education Directorate and Board of Educational Affairs, other APA groups, and non-APA organizations involved in the teaching of psychology to promote awareness of and excellence in rehabilitation psychology education and training. The Committee works to promote and enhance awareness and teaching of rehabilitation psychology at the high school, college, graduate and post-graduate levels.

Duties

1. Promote and enhance the provision of basic information about disability issues and rehabilitation psychology in high school psychology curriculums
2. Promote and enhance the provision of information about disability issues and rehabilitation psychology in college psychology curriculums
3. Promote and enhance education and training related to rehabilitation issues in graduate clinical psychology training
4. Promote and enhance the education and training of post-doctoral rehabilitation psychologists, and the continuing development of their academic and professional skills
5. Be involved in psychology education and training issues with the APA Education Directorate, Board of Educational Affairs, and other groups to ensure that rehabilitation psychology is well represented
6. Provide informational resources about rehabilitation psychology core literature, practice and training sites, and funding opportunities.
Related Functions / positions

Board of Educational Affairs (BEA) Liaison

The Liaison to the APA Education Directorate and Board of Educational Affairs serves as the link between Division 22 and the APA in relation to issues about education and training. The Liaison works to make the Division aware of actions by these groups related to education and training in psychology, and helps the Division provide guidance to these groups about rehabilitation issues as they apply to psychology education and training.

Duties

1. The Liaison monitors the actions of the Education Directorate. The Liaison establishes a formal liaison relationship with the Board of Educational Affairs, and attends the BEA two annual meetings, or monitors those meetings which cannot be attended by reading the agenda items, relevant documents, and minutes. The Liaison seeks to be included in other efforts (conferences, work-groups, etc.) relevant to psychology education and training.

2. The Liaison communicates to the Division leadership and membership information about actions by the APA Education Directorate and BEA related to education and training in psychology, especially as they pertain to rehabilitation.

3. The Liaison writes to or speaks with members of the Education Directorate, or submits items to and/or speaks at the BEA meetings as necessary to promote and enhance awareness of, and education and training in, rehabilitation psychology.

CRSPPP Monitor

The Commission for the Recognition of Specialties and Proficiencies in Professional Psychology (CRSPP) is the governing committee to determine which certifying bodies are appropriate to provide certifications in specialties and proficiencies in professional psychology.

Council of Rehabilitation Psychology Postdoctoral Training Programs (CRPPTP)

The Council is a membership body open to any and all postdoctoral training programs that prepare professional psychologists for practice in the field of Rehabilitation Psychology.

The purpose of the Council is to promote the advancement of Rehabilitation Psychology training at the postdoctoral level that results in the production of competent Rehabilitation Psychologists who are able to assist individuals with disabilities and chronic health conditions, their families, and rehabilitation teams.

The objectives of the Council are to:
1. Develop and communicate coherent and consistent policies and procedures that promote quality, consistency, and excellence in the education and training of Rehabilitation Psychology practitioners, and to promote competence in their practice.

2. Review and recognize postdoctoral training programs in compliance with the Guidelines for Postdoctoral Training in Rehabilitation Psychology developed at the Baltimore Conference on Postdoctoral Training in Rehabilitation Psychology (2011, as amended 2013), hereinafter referred to as the Guidelines.

3. Offer assistance to postdoctoral training programs that are not in compliance with the Guidelines to meet the Guidelines, if they so desire.

4. Develop a set of general conceptual and operational documents which can assist Rehabilitation Psychology postdoctoral training programs in their organization and management.

5. Provide a forum for consultation and discussion of common issues among postdoctoral training programs in Rehabilitation Psychology to enhance collaboration and cooperation.

Postdoctoral training programs in full compliance with the Guidelines will be eligible for full membership with voting privileges, and representatives of those programs can serve as Council officers. Postdoctoral training programs not in full compliance with the Guidelines shall be eligible for affiliate membership without voting privileges, and representatives of those programs cannot serve as Council officers.

Rehabilitation Psychology Specialty Council

The Council of Specialties in Professional Psychology (CoS) and the Commission for Recognition of Specialties and Proficiencies in professional psychology (CRSPPP) require that specialties form a specialty council (synarchy). The specialty council consists of the professional groups and organizations that represent the major educational, training, and professional constituencies and stakeholders relevant to a particular specialty. The specialty council provides for the organized development of the specialty and provides a uniform voice for the specialty.

The Rehabilitation Psychology Specialty Council consists of the five professional organizations that represent the major educational, training, and professional constituencies in Rehabilitation Psychology:

- APA Division 22
- the American Board of Rehabilitation Psychology (ABRP)
- the Academy of Rehabilitation Psychology (ARP)
- the Foundation of Rehabilitation Psychology (FRP)
- the Council of Rehabilitation Psychology Postdoctoral Training Programs (CRPPTP)

Each of these groups work closely together in the specialty council, bringing a specific area of focus: Division 22 focuses on the science and practice of professional psychology; ABRP focuses
on practitioner examination and board certification; ARP supports specialization and board certification through recruitment and education; FRP provides a philanthropic base for supporting education and research in Rehabilitation Psychology; CRPPTP focuses on students and training programs.

The Rehabilitation Psychology Specialty Council meets annually at the Rehabilitation Psychology conference to discuss current issues and promote the advancement of the specialty. The Chair serves as the specialty representative to CoS in order to link our specialty with the broader community of 15 psychology specialties.
Fellows Committee (not updated)

Fellows are members of APA who have been recommended by the Division for recognition of their distinguished contributions to psychology. Recognition as a Fellow of the APA is the highest level of member recognition. Fellows must have a record of distinguished contribution to the field of psychology. Fellows must have been members of APA for one full year, have at least five years of acceptable experience beyond their doctorate degree and be members of the Division.

Election to initial fellow status in the APA is by the Council of Representatives upon recommendation of the Board of Directors. Nomination of a Fellow is made by a division of which he/she is a member. Members nominated by the divisions are evaluated by the APA Membership Committee. The names of those individuals recommended for election are forwarded to the Board of Directors for review and to the Council for election as Fellows at the annual convention meeting. Procedures, but not standards, are different for Division members who are already APA Fellows in other divisions. The APA Handbook for Division Officers has a descriptive chapter.

The purpose of the Fellows Committee is to assist in the enhancement of rehabilitation psychology theory, research, and practice by according recognition to Division 22 members who have made unusual and outstanding contributions to the field. Contributions may consist of superior accomplishments evidenced by impactful publications, significant leadership roles, and clinical or community activities. The prestige associated with the status of Fellow is expected to encourage Members’ added efforts to increase their contributions to rehabilitation psychology.

To become a Fellow of the APA, an individual must be nominated by a division of the association. An individual who has been nominated by another division can also be nominated by Division 22. The selection process differs slightly for individuals who are already Fellows and those who have not yet achieved this recognition. Once recognized as a Fellow, an individual can become a Fellow of Division 22 if approved by the Fellows Committee. The process requires more steps for individuals who are being recognized as a Fellow for the first time.

The Fellows Committee is a standing committee of Division 22, charged explicitly with the process of fellowship solicitation and selection. Only Fellows of this Division may be appointed to serve on the Fellows Committee. Specific duties include:

- Annually, seek nominations for recognition as a Fellow. This may include reminding division members of the criteria for selection through mailings, the newsletter or listserv. In addition, members of the Committee may identify individuals they believe appropriate for selection as Fellows and encourage them to collect materials needed for consideration. Nomination by others or self-nomination is appropriate.
- The nomination process consists of two phases. In the first phase, a broad request for nominations is broadcast to members of the Division. Nominees are encouraged to
submit a copy of his or her CV for review by the Fellows Committee. The Committee reviews the nominees and selects those individuals who exceed the criteria for designation as a Fellow. These individuals are then requested to submit a complete application for final recommendations to the APA Membership Committee.

- See 2003 Manual, pp. 105-106 for more

Criteria for Division of Rehabilitation Psychology Fellow Status

APA Fellow status is an honor that recognizes individuals who have made unusual and outstanding contributions in the field of psychology. Fellow status in Division 22, Rehabilitation Psychology, requires that the individual’s work has had a national and/or international impact in rehabilitation psychology beyond the local, state or regional level. Evidence of outstanding and unique contributions in rehabilitation psychology may be demonstrated in diverse ways reflecting the variety of academic, academic medicine, practice, administrative and/or public service roles performed by rehabilitation psychologists.

Endorsers need to be specific about the nominee’s contributions to rehabilitation psychology. Simply stating that an individual is an excellent practitioner, teacher, researcher, academician or administrator is not enough. There must be specific and visible “evidence of unusual and outstanding contribution or performance” to the field of rehabilitation psychology.

For a person to qualify as a Fellow of Division 22, Rehabilitation Psychology, of the American Psychological Association, the person must: 1.) have been a member of Division 22 for at least 5 years; 2.) meet the APA Fellow criteria; and 3.) have made an outstanding and unusual contribution in rehabilitation psychology as demonstrated by more than one of the following:

1. Recognition of Excellence:
   Evidence of having received national or international recognition from one’s colleagues in the performance of rehabilitation psychology, not routinely accorded to all members. Some examples may include: selection as an officer in a national or international rehabilitation related organization; service as editor of a scholarly journal which has a national or international circulation; or receiving an honorary degree from a respected academic institution.

2. Significant Contributions:
   Outstanding contributions and/or innovations in the field of rehabilitation psychology, focusing on the study and/or application of psychological knowledge and skills on behalf of individuals with disabilities and chronic health conditions in order to maximize health and welfare, independence and choice, functional abilities, and social role participation across the lifespan. Some examples may include: the publication of articles, books, monographs and other scientific and/or practice writings which have made a substantial
impact on the field of rehabilitation psychology; expansion of a clinical treatment or theory from its original version; created or influenced clinical or rehabilitation policy at the national or international level; legislative initiatives or policy developments at the state or federal level which have enhanced the nature of rehabilitation or psychological services, increased public access to services, and/or positively altered the form of services. Applicants must show how their contributions affected public policy, research, practice, or theory.

3. **Teaching and Training**
   Educational innovations in the development of curricula in rehabilitation psychology or materials for consumers of rehabilitation services; outstanding contributions in the dissemination of information about the science, practice or policy implications of rehabilitation psychology to other health professions, legislators and/or the public; senior level lectureships/invited presentations; special awards or recognition by regional or national groups for sustained and significant involvement in the preparation of rehabilitation psychologists.

4. **Leadership and Administration**
   Demonstrated leadership and/or administrative contribution in rehabilitation psychology that has had an impact beyond the local level; leadership in advocacy for and advancement of rehabilitation psychology as a field of study and practice; participation in leadership via Division or APA governance involvement or leadership in organizations relevant to APA.
International Committee (not updated)

The International Committee of Division 22 promotes Rehabilitation Psychology issues as they apply to Rehabilitation Psychology and psychologists throughout the world. The Committee interacts with the APA Office of International Affairs and has divisional representation on the APA Committee on International Relations in Psychology (CIRP).

Current areas of interest relate to the international rights of persons with disabilities, negotiating international site visits and internships and fostering a better understanding of the rehabilitation psychologist's role in international research. Previous endeavors included joint work with APA and the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) on promoting research on international rehabilitation issues.

Membership on the International Committee is open to any member of Division 22 and all meetings are open to the membership.
Membership Committee

Division 22: Rehabilitation Psychology seeks to:

● Bring together all APA members and division affiliates interested in the psychological aspects of disability, chronic health conditions, and rehabilitation.

● Educate the public on issues related to disability, chronic health conditions, and rehabilitation.

● Develop high standards and practices for professional psychologists who work in this field.

Members may be involved in clinical service, research, teaching, or administration. The division publishes a quarterly journal, *Rehabilitation Psychology*, and has an active email listserv. Updates of current and future professional activities are listed on the division website.

http://apa.org/about/division/div22.aspx

Mission of the Membership Committee

Expansion and improvement of rehabilitation psychology as a professional/scientific field is a primary goal of Division 22. Accordingly, organizational growth and development is essential, as this requires a substantial number of members who are interested in rehabilitation psychology. Much of the responsibility for the recruitment and retention of members is assumed by the Division’s Membership Committee.

Membership Types:

The Membership committee facilitates involvement of members at all levels and their advancement in this hierarchy:

1. Fellow
2. Member
3. Associate Member
4. Student Affiliate
5. Professional Affiliate
6. International Affiliate

Members of the Division are encouraged to be members of APA, though this is not a requirement. (Of note, if one is not a member of APA, s/he may not hold elected office within Division 22).
Processing Fellows (the highest membership level) is the responsibility of the Division Fellows Committee. The Division Bylaws provide for a non-voting professional affiliate status for psychologists as well as professionals from related disciplines who have an interest in disability-related issues. In those cases where this membership status is requested, processing is assigned to the Division Membership Services, with assistance from the Membership chair if necessary. The APA Handbook for Division Officers, as revised, is a basic reference since membership processing is a shared responsibility of the Division and APA.

**Information on joining Division 22 as an affiliate:**

Individuals can join Division 22 without belonging to APA. They would do this at [www.apa.org/divapp](http://www.apa.org/divapp) and pick the appropriate membership category. They will need to have or set up an account to use the APA website.

If the individual does not belong to APA, they can join as Professional Affiliate if professional, International Affiliate if outside the US (also good for International Affiliate of APA), or Student Affiliate (also good for Student Affiliate of APA).

Other categories are Member if Member of APA (doctorate level) and Associate (master’s level). If they are a Fellow of APA, they would join the division as a Member.

If there is someone who has previously belonged to APA but they want to stop that and belong to the division alone, there are two parts they will need to take care of to make sure all goes smoothly and memberships are activated:

- They need to officially resign their membership in APA. They need to send a letter with signature to the APA Membership Office. I would suggest starting this process by sending an email message with the letter to the membership office at membership@apa.org.

- They need to change their status with the division to Professional Affiliate. They can do this through our site [www.apa.org/divapp](http://www.apa.org/divapp). If they have any issue changing to Professional Affiliate status because of an existing record or if they want to do it mid-year, contact APA member services office by calling 202-336-6013 or emailing division@apa.org for assistance.

Keith Cooke is the current Division Services Representative at APA and can be contacted at kcooke@apa.org with additional questions.

**Support from APA Member Services**

Since 1999, Division 22 has contracted with APA Division Services office to provide support in the solicitation and processing of membership applications and renewals. The office also assists the Membership Committee Chair in maintaining updated membership lists and contact information.
Membership recruitment can occur either from direct inquiries to the Division 22 Administrative Office (APA Division Services), membership chair, website, or by follow-up “interest forms” which are distributed by APA in their annual membership renewals mailing done in the Fall. These interest forms are returned to APA Membership.

Since Interest Forms (or other Division inquiry to APA) are not a formal application, these APA members must be contacted immediately in order to confirm their desire to join the Division 22. To do this, the APA Division Services office mails each interested individual a letter with information regarding the Division, and a membership application with information regarding Division membership fee.

When the completed application and membership fee has been returned to APA Division Services and the individual’s membership has been accepted, the individual then will be included in APA’s computerized mailing list for receipt of the Journal.

Names of new members should be available for lists and labels within two weeks of their receipt in the Division 22 Administrative Office (APA Division Services). The names will be included automatically in the APA billing cycle for the following Fall if they are received by September 1 in the APA Membership Office. (Names received after September 1 will be maintained in the APA Membership files as Division Members but not billed by APA until the following Fall.)

Responsibilities of the Membership Committee Chair, Triumvirate, and/or Committee members

As an important standing committee with diverse responsibilities, the duties of the membership committee are as follows:

1) Conduct vigorous and effective membership recruitment.

2) Develop and implement a recruitment strategy for ongoing solicitation of memberships, working with the chairs of various special interest committees, regional representatives, and the Division’s Executive Committee officers.

3) Follow up as needed with APA Division Services to respond to inquiries about membership, with a cover letter and accompanying brochure/website information.

4) Follow up as needed with APA Division services if they need additional information in order to process applications for Division 22 memberships of APA Associate or Full Members. Division services will ensure that individuals have paid their membership and are accepted to membership in Division 22. They will also confirm that these individuals’ names have been entered as Division members in their computerized membership profile, and members will automatically begin to receive the Rehabilitation Psychology journal.
5) Support APA Division Services as needed to send a confirmation letter to new members, welcoming them.

6) With information obtained from APA Division Services (typically in the form of e-mailed monthly membership reports) prepare membership committee reports to present at the Division 22 Executive Committee meetings (typically August at the APA convention and February at the Mid-Winter Division 22 conference).

7) In conjunction with APA Division Services, provide new membership materials for the secretary to provide to APA for September dues statement information and for year-long inquiries and recruitment at the annual APA Convention.

8) When needed, work with the president to appoint co-chairs or designated committee members to assist in development and implementation of special responsibilities connected with recruitment, processing procedures, and retention strategies.

9) Communicate with the general membership of the Division on all aspects of their participation, interests, benefits, and other issues and concerns by all available media (telephone, written correspondence, newsletter articles, convention discussion/interest sections, direct mail enclosures, listserv, website, social media, other media available through Division 22 and elsewhere (e.g., state APA newsletters).

10) Assist APA, through collaboration with the APA Division Services office, in maintaining accurate individual records of each person with relevant records of each person (e.g., type and changes of membership by date, address and changes thereof, date and reason for membership termination, personal information or professional credentials as indicated, dues payment). Information readily available from APA computer services need not be duplicated.

11) Assist Division services as needed in monitoring progress of student-affiliate status to full membership, and encourage such advancement as indicated.

12) Collaborate with the Fellows Committee and the Student/Affiliate Committee by providing rosters (including addresses, email addresses and phone numbers) of members of their group and sharing other member information with them.

13) As needed, provide information to Treasurer and Secretary required in the course of performing their functions.

14) Develop and implement recruitment mechanisms with assigned responsibilities, objectives, time schedules and any budgetary needs.

15) Review and arrange for distribution an attractive, inexpensive membership recruitment brochure with explicit information and application form for appropriate membership status.
16) Canvas aggressively for new members and member continuations (e.g., those dropped for nonpayment of dues) by:

   a. Preparing market research tests of available mailing lists (e.g. other rehabilitation or psychology associates, those with ABPP in RP but who are not current members, or new APA memberships)

   b. providing or arranging for prompt and repeated follow up of all individuals expressing interest in joining this Division (e.g., APA interest slips)

   c. preparing periodic website, listserv, and/or social media appeals for membership (article or advertisements) for membership and member prospects cards for Rehabilitation Psychology;

   d. conducting new member recruitment at the APA convention and other places with application handouts or interest slips collection.

   e. developing other continuing membership recruitment/retention (and advancement) activities.

17) Organize and recruit State Membership Coordinators for Division 22 to be responsible for contacting APA members at State Conventions; Rehabilitation University Education Program students and faculty; and Rehabilitation practitioners in facilities, agencies and private practice in the state.

18) Initiate and respond to correspondence with members of Division 22 for purposes of recruitment (including blank application and new membership "sales" pitch, highlighting benefits of joining the division). A materials supply with instructions for use of such enclosures should be provided to officers having extensive correspondence. Also, to answer and follow up (by phone, email, or other means) inquiries about Rehabilitation Psychology.

19) Determine effective appeals to members and potential members and implement this in membership recruitment strategies.

20) Determine reasons for membership attrition, inactivity (e.g., lack of contributions to publications, low attendance at convention meetings), dissatisfaction, or other problems, and make recommendations for their resolution

21) Consider special appointments to the Committee or the use of task forces to assist with one or more of the above Committee duties, to study better administrative methods, or to initiate innovative recruitment approaches.
Mentoring Committee (not updated)

The purpose of the Division 22 Mentorship Committee is to form and manage an organized network of professional rehabilitation psychology mentors across the career lifespan, to mentor identified mentees in career development and professional growth. Providing mentorship opportunities serves to promote the mission and objectives of Division 22, as well as to respond to the need from mentees across the lifespan for enriched training, networking, and professional development opportunities in the field of rehabilitation psychology. A strong mentoring relationship is built on collaboration and the commitment to the professional development of both of its participants. Many strong mentoring relationships provide an opportunity for both parties to learn from each other through the development of a caring and respectful professional partnership.

Duties:

2. Recruitment and vetting of Division 22 mentors and mentees.
3. Maintenance of an up-to-date registry of mentors and mentees.
4. Matching and re-matching of mentors and mentees to occur at least bi-annually and as needed on a rolling admissions basis.
5. Provide mentors and mentees an agreement describing the Mentorship Program as well as the rights and responsibilities for each role.
6. Management of all formal Committee communications (i.e., advertisements, calls for applications, regular correspondence with members).
7. At least biannual assessment of mentors’ and mentees’ feedback and needs following the RP Conference and the APA Convention via online survey mechanism, with forwarding of questions/concerns to the Committee and outcome data to the Division 22 Executive Committee in the biannual reports.
8. Development of mentorship programming, both formal and informal, for Division events such as at the annual Rehabilitation Psychology Conference and the annual convention of the American Psychological Association.
9. Provide nominations to the Awards Committee for the Division 22 Mentorship Award at APA convention.
10. Assign a Committee member to the Awards Committee.
11. Provide brief, bi-annual reports to the Division 22 Executive Committee to be submitted for the Mid-Winter and APA Convention Executive Committee meetings. This report and review may contain mentorship data and statistics (e.g., number of mentors and mentees, number and type of mentor/mentee interactions, satisfaction surveys).
12. Recruit and maintain a pipeline of leadership to fill the roles of the 7 Members of the Committee (Chair, Chair-Elect, Past Chair, Trainee Member, ECP, MAL, Communications Committee Representative).
**Nominations & Elections Committee (not updated)**

Participation in elections – voting and candidacy – is restricted to APA and Division 22 Members and Fellows. The Immediate Past President chairs the Nominating Committee and the President appoints its members. Division 22 Bylaws and the APA Handbook for Division Officers are vague with regard to the specific procedures for screening candidates for each office to appear on the elections ballot.

Division 22 Bylaws stipulate that “the membership shall be solicited for nominees for each office” with “at least one call for nominees made in the Division’s newsletter” (V.1.D). This announcement should be included on the announcement listserv to allow a timely nominating process. Leading candidates for nomination are contacted by the Chair to ascertain eligibility, willingness to serve if elected, and to attend Executive Board Meetings. Then, according to this Division’s Bylaws “The Committee shall prepare a slate” (V.1.A and B) for the APA election ballot, so that “at least two nominees shall be presented for each office to be voted upon (V.1.A and C). It may be implied that the Committee in preparing their “Slate of Nominees” gives the consideration to the outcome of their “call for nominees” from the general membership. However, there are no mandates to the Committee on selection of the slate of nominees (e.g., consideration of results from general or selective membership solicitation of candidate names by the Committee or subgroup or individual). Moreover, no explicit provision is made in the Bylaws for approval or change by the Executive Board of the Nominations Committee’s “Slate of Nominees.” In the absence of clear and adequate guidelines from either constitutional provision or traditional practice, the following “Duties” are framed as operating guides in order to provide “check and balance” provisions to the nominations process:

- Adhere to all relevant Division Bylaws and their implications (see above) for full and equitable membership voice in the selection of candidates for office. This may include extension of the nominations procedure to facilitate greater participation of the general membership in selecting and becoming elected officials of Division 22.

- Conform to the provisions for the Chair of Nominations Committee as described for the Immediate Past President, with particular adherence to relevant Bylaws as described for that office. The Immediate Past President chairs this committee, and the President appoints two other (V.1.A) members, all of whom must be present or past members of the Executive Board; by tradition, the President and President-Elect are asked to serve.

- Confer as a Committee prior to the Mid-Year Executive Board Meeting to count and evaluate results of the call for nominees from the general membership for the selection of candidates for nominations as the Committee’s “Slate of Nominees” providing at least two candidates for each office to be filled.

- Approval is usually sought from the board for the slate of nominees; however, Board “approval” is not mandated by the Bylaws. If board approval is sought, this may need to
be obtained in advance of the mid-year board meeting via email because of APA deadlines. In any case, the final slate should be reported to the Executive Board at its Mid-Year Board Meeting.

- Note that the Nominations Committee does not conduct its own elections procedures but instead uses the APA Central Office facilities. The Chair of the Division’s Nominations and Elections Committee becomes its liaison with the APA Elections Committee. APA will provide a website on which candidates may post position statements, and will ensure that ballots are distributed, either electronically or by mail, to every eligible Division 22 member.

- Adhere to the time schedule and procedures required by the Division’s nominations process and the APA election processes including deadline for submission of the final slate of candidates for election to vacant offices.
  
  - The APA Election Office sends out the call for candidates the first week of January. Slates are due February 15 and candidates can submit statements until April 14. The election is launched April 15 and usually ends May 30.
  
  - Submit to available communication vehicles for General Membership call for Candidates for Nominations (September 15)
  
  - Division Nominations Committee counts and discusses membership suggestions for candidates from calls issued previously. The committee is not bound by membership suggestions. Attention should be given to issues of diversity in the composition of the Board. The committee selects a Slate of Nominees – at least two names for each office to be vacated – prior to Division 22’s Mid-Year Meeting.
  
  - The Committee determines the willingness of the potential candidates to serve if formally nominated.
  
  - The Committee generally submits the Committee’s Slate of Nominees to the Board for approval via email, before APA deadline, but is not bound by the bylaws to do so. In any case, the Executive Board is informed of the final slate at the Mid-Year Board Meeting.
  
  - Send list of candidates (in alphabetical order) for each position to be filled and included on the APA election ballot before deadline in mid-February to the election officer at APA.
  
  - Proofread and return ‘proofs’ of ballot received from APA election office (usually by April 1)
The nominations organization this prior in the Board Committee presents a slate of eligible candidates to the President prior to the Mid-Year Board meeting. The President selects the student representative from this slate. The student representative will serve for one year, but may apply for subsequent years (or may be reappointed). Funding is provided for travel to Executive Board meetings at the APA Convention and Mid-Year Conference.

The Nominations Committee also plays a role in the appointment of the Student Representative.

- The student-affiliate member will be appointed to the Executive Board by the President in consultation with the American Psychological Association Graduate Students organization (APAGS). The Bylaws of the Division call for a student representative to be appointed to the Executive Board to serve a one-year term as a voting member. The candidate must be a graduate student in good standing in a graduate program in psychology, and should be a student member of APA and the Division, or agree to join. Prior involvement in APAGS is highly regarded.

- Candidates are solicited through available Division communication vehicles, e.g. listserv, social media, etc. The announcement requests that interested candidates submit the following to the Nominating Committee (through the Chair of the Nominating Committee) no later than February 15 of the solicitation year.
  
  - A 250-word statement describing reasons for interest in the appointment, career goals relevant to Rehabilitation Psychology, and professional activities to date that reflect commitment to the field
  
  - A resume or curriculum vitae documenting work and educational experience to date
  
  - A letter of recommendation from a faculty member in support of the candidate, which should also verify that the candidate is a graduate student in good standing in a graduate program in psychology.

- The Nominations Committee presents a slate of eligible candidates to the President prior to the Mid-Year Board meeting. The President selects the student representative from this slate. The student representative will serve for one year, but may apply for subsequent years (or may be reappointed). Funding is provided for travel to Executive Board meetings at the APA Convention and Mid-Year Conference.
Practice Committee

Established in 1979 amendments to the Division Bylaws in a reorganization of structure, the ongoing purpose of this standing Committee had not been described. Instead, during its first quarter century of existence, it has followed different directions. The initial statement of purpose from the Newsletter is paraphrased below (Duties, #1), followed by more recent initiatives of the Committee (Duties #2 and #3), and finally (further duties) drafted to reflect standards and other professional affairs.

The old standing committee on “Standards” was abolished in the 1979 Bylaws amendments which created the new “Psychological Services Committee.” The latter, broadly defined, is concerned with all aspects of rehabilitation psychology as a profession. The 2001 Bylaws amendments changed the name to the Practice Committee. Although its original mission incorporated matters pertaining to standards and other professional affairs and practices, some issues pertaining to standards have recently been assumed by the American Board of Rehabilitation Psychology of the ABPP, the newly formed Division 22 Professional Identity Committee, and the Education and Training Committee. The Practice Committee then will serve as the Division’s liaison to the APA Board of Professional Affairs, the APAPO Committee for the Advancement of Professional Practice (CAPP), and the Practice Directorate.

Duties

1. Analyze and enhance the provision and quality of psychological services to persons limited by physical, mental or emotional disabilities as provided in rehabilitation facilities, public agencies, private practice, hospitals, and clinics. Activities include preparing analytical descriptions of the following:
   a. People with disabilities being served and their needs
   b. Psychological services provided
   c. Therapeutic models and diagnostic instruments and procedures currently in use
   d. Public and international policy issues and concerns regarding the provision and quality of client services.

2. Represent the Division through consultation and liaison with the APA Practice Directorate:
   a. Suggest names to the president for appointment of the Federal Advocacy Coordinator who shall also be a member of this committee
   b. Coordinate federal advocacy activities with the Government Relations Section of the Practice Directorate
   c. Present and/or advocate for Standards of Practice regarding persons with disabilities being served and their needs; if possible, include Division 22 members who are doing similar work with other organizations (such as the Consortium for Spinal Cord Medicine Clinical Practice Guidelines) as members of the Practice Committee.
Related Functions / Positions

Federal Advocacy Coordinator

The APA defines the Federal Advocacy Coordinator (FAC) as an individual who attempts to organize division members to be more active in federal advocacy on psychology in concert with the Federal Advocacy Network of state associations. The FAC is a volunteer position requiring a high level of personal motivation and dedication to the advancement and preservation of the profession of psychology. The FAC should be familiar with current federal issues affecting the practice of psychology and should have a general understanding of our political system. Most importantly, the FAC should be committed to strengthening the involvement of the psychologists in the Division in advocating for legislation that advances the profession of psychology.

By definition, each Practice Division can appoint a FAC to organize and supervise grassroots initiatives for federal issues. Division presidents are expected to participate by monitoring grassroots activities and ensuring that legislative requests from the Practice Organization (APAPO) are carried out.

Duties

1. Serve as a liaison between the Division leadership, the Government Relations Section of the Practice Directorate, and the Practice Committee
   a. To be in regular communication with the APA Practice Directorate
   b. To assist the Division leadership regarding issues of public policy and how it might impact the goals and agenda of the division.
2. Develop, implement and maintain a legislative agenda for the Division
3. Inform and educate the Division membership of policies that would have a direct or indirect impact on the profession of rehabilitation psychology or consumers with disabilities.
   a. Publish action alerts on the division listserv as they are relevant to the mission of the division
   b. Submit legislative updates through available Division communication mechanism
   c. Actively promote a grassroots coalition supporting and encouraging all members to be advocates for the profession.
4. Represent the division at the State Leadership Conference in Washington DC
BPA Liaison

The task of the Division 22 representative to Board of Practice Affairs (BPA) involves attending the meetings which occur normally twice per year in Washington DC. The BPA deals with a wide variety of issues ranging from concern regarding academic programs to general issues relating to the relationship of professional psychology to practice issues. The general nature of BPA makes it very important to Division 22 in that rehabilitation and training covers such a wide spectrum of issues and applications. The liaison is a non-voting observer but is allowed to speak and make comments relevant to the issues at hand. Reports from these meetings are prepared by the liaison and shared with Division 22 Executive Committee. A report is then prepared by the liaison and disseminated by the Practice Committee to the membership and submitted to the president of Division 22 for the next Board meeting.

CAPP Liaison

The Committee for the Advancement of Professional Practice (CAPP) works within the APA Practice Organization to identify, plan and implement projects important to the protection, defense, and enhancement of professional practice and recommend to the Board of Directors the needed funding for such projects. CAPP deals with a wide variety of issues ranging from concern about infringements on scope of practice for practicing psychologists to general issues relating to the relationship of professional psychology to political issues. The work of CAPP is important to Division 22 in that all aspects of rehabilitation practice across all settings covers a wide spectrum of issues for our members, such as coding and reimbursement of rehabilitation psychology services.

The Division liaison to CAPP attends the in-person meetings which occur normally twice per year in Washington DC as well as the virtual meeting invitations. The liaison is a non-voting observer but is allowed to speak and make comments relevant to the issues at hand. A report is then prepared by the liaison and disseminated by the Practice Committee to the membership and submitted to the president of Division 22 for the next Board meeting.

Consortium for Spinal Cord Medicine Practice Guidelines Steering Committee

The Consortium is made up of 23 health professional and payer organizations representing physicians, therapists, nurses, psychologists, social works, consumers, insurance case managers and policy makers. More information regarding the Consortium, including current member organizations, can be found at the Consortium website:

Every three years the Division nominaes a member to the Steering Committee of the Consortium to represent the field of psychology in the development of guidelines. The representative attends one face-to-face meeting each year and several teleconferences. The Steering Committee determines which guidelines will be written, who will be nominated to serve on the panel that develops the guidelines and who will review the guidelines.

Program Committee (not updated)

The Division has two functionally separate Program Committees: a committee for the APA Convention and another for the RP Mid-winter Conference Program. Division 22 and ABRP, Inc. have jointly sponsored the RP Conference, which is guided by the Memorandum of Understanding and program manual(s). Please see those publications for current specifics.

The Chairs of the Annual APA Convention Program and RP Conference Program Committee are responsible for all tasks pertaining to the planning, development, organization, and coordination of the scientific and professional program of the Division at the Annual APA Convention and RP Conference, respectively. This work also involves extensive liaison activities with the Executive Board, other committees of this Division as well as communication with the Division’s officers and membership (both as a body and on individual basis). The APA Convention Program Chair also collaborates with other division program committees and APA Central Office. The RP Conference Program Chair collaborates with the Board of Managers as designated in the Division’s MOU with ABRP, Inc.

Convention Program Chair

A Convention Program Chair-elect is appointed 12 months prior to the APA Convention by the incoming President-Elect and assumes the role of Convention Program Committee Chair position for the following year. During the first Chair-elect year this appointee serves on the Program Committee with the Program Chair for the forthcoming Convention. The incoming Convention program chair serves as the coordinator for the Division’s Hospitality Suite for that year. This advance appointment is needed in order for the upcoming Chair to apprentice himself/herself to the current program chair and attend necessary advance planning meetings. The President oversees program planning and implementation for the forthcoming APA Convention during their term of office.

The Division maintains a manual for the Program Chair that will be provided to the incoming Chair. This manual contains customized materials for the Division adopted from the APA Convention office instructions. The APA Convention Office publishes and distributes to Program Chairs detailed job instructions. Their Guidelines (over 50 pages) includes orientation, calling for papers, sample letters (acceptance, rejection), rating forms, scheduling, evaluation and more. This and other provided publications are supplemented by other guidelines and by a timetable.
for programmatic tasks by the APA Convention Office. Consequently, the duties of the Program Committee include but are not limited to those listed below: See 2003 manual – pp 15-17, 83-85. See current convention program manual in appendices for details.

**Midwinter RP Conference Program Chair**

A **RP Program Chair-elect** is appointed 12 months prior to the RP Midwinter Conference also by the incoming President-Elect and assumes the role of RP Program Committee Chair position for the following year. Division 22 and ABRP, Inc. jointly sponsored this conference, and the conference is guided by the Memorandum of Understanding and program manual(s). Please see those publications for current specifics. The incoming Chair-elect for the RP Conference serves as the coordinator of the Pre-conference or roles as designated by the Chair. This advance appointment is needed in order for the upcoming Chair to apprentice himself/herself to the current program chair and attend necessary advance planning meetings. The President-elect oversees program planning and implementation for the forthcoming RP Conference. See RP Conference program manual in appendices for details.
Science Committee

The standing Science Committee promotes all aspects of rehabilitation psychology as a science. Its activities are designed to encourage, promote and facilitate scientific and technical contributions by Division members and other researchers for the ultimate benefit of individuals who have a disability or chronic illness. The Committee is concerned not only with increasing research productivity with particular attention to studies addressing neglected or critical problems, but also, in improving the quality of scientific undertakings. Another intention of the Committee is the dissemination and utilization of research-based knowledge.

Duties

1. Keep the Science Directorate and APA Board of Scientific Affairs abreast of research trends and key individuals in rehabilitation as well as opportunities to help lobby for increased research funding with federal agencies. Useful information may include:
   a. Names of counterparts who chair research and scientific affairs committees of other rehabilitation and psychological organizations
   b. Names of editors of journals and other publishers of rehabilitation psychology research findings and application – in the United States and other nations

2. Individuals, agencies (i.e., NIDRR) and organizations sponsoring, funding or conducting ongoing or programmatic rehabilitation research and/or training

3. Identify researchable problems and establish priorities based upon potential for advancement of rehabilitation psychology as a science and profession

4. Initiate, coordinate, sponsor or conduct research efforts including active liaison with the National Institute on Disability and Rehabilitation Research (NIDRR), NIH, other rehabilitation research sponsors and facilities

5. Provide consultation on rehabilitation problems, research design and other issues with regard to proposals for doctoral dissertation, research and demonstration projects or fellowship applications

6. Offer recommendations about appropriate consultants for: data analysis, manuscript preparation, publications, and journal editorial evaluation of research reports.

7. Promote dissemination of utilizable research results through available Division communication media, convention programs, journal articles or special issues, the website and the Rehab Science Spotlight as well as summaries or abstracts, and/or separate monographs

8. Recognize outstanding scientific contributions (e.g., research project, report, book, clinical application) to rehabilitation psychology, by convention awards ceremonies, formal letters of commendation, or honorary Division membership.
Related Functions / Positions

BSA Liaison

The BSA (Board of Scientific Affairs) Liaison is responsible for monitoring the activities of the APA Board of Scientific Affairs and providing feedback to the Chair of the Science Committee and the Executive Committee of Division 22. The liaison is expected to attend the annual or semi-annual meeting of the BSA at APA in Washington DC as an observer and provide oral and/or written feedback to the Division. In addition, the Liaison monitors the Minutes and Publications of the BSA and brings items of special relevance to the attention of the Division.

CONA Liaison

The APA Committee on Aging (CONA) works within the Public Interest Directorate to ensure that older adults, especially the growing numbers of older women and minorities, receive the attention of the Association. CONA works toward the optimal development of older adults, expanding scientific understanding of adult development and aging, and the delivery of appropriate psychological services to older persons. CONA and the Office on Aging work together to develop resources for psychologists and advocate for their participation in national efforts to improve the health and well-being of older adults.

The liaison is expected to attend the annual or semi-annual meeting of the CONA at APA in Washington DC as an observer and provide oral and/or written feedback to the Division. In addition, the Liaison monitors the Minutes and Publications of the CONA and brings items of special relevance to the attention of the Division.
Social and Ethical Responsibility (SERC)

The SERC will be an ad hoc task force of Division 22 that is called by the President to either further the understanding and practice of ethics and social responsibility for rehabilitation psychology or address an ethical issue involving the Division’s interests. Specific responsibilities include:

1. Serving as a resource for psychologists and other professionals regarding social and ethical practice issues in psychological research, assessment, and intervention with people with disabilities
2. Facilitating the dissemination of information designed to sensitize members to specific ethical and social considerations in working with persons with disabilities

Duties

1. To help clarify and apply the APA Ethical Principles of Psychologies and Code of Conduct to rehabilitation populations and settings, including the delineation of how providing professional services to people with disabilities presents unique ethical challenges.
2. To help integrate general biomedical ethical principles, relevant position papers provided by APA and other professional organizations (e.g., release of test data), and relevant federal laws (e.g., HIPAA) with the APA Ethics Code as applied to rehabilitation and to individuals with disabilities.
3. To serve as a resource to the Division 22 President, Executive Board, and Mwmerishp regarding inquiries about ethical issues.
4. To coordinate and/or participate in special focus activities involving the dissemination of information to psychologists and the public regarding ethical practice in rehabilitation and the rights of individuals with disabilities.
5. To assist with the application of psychological knowledge in addressing negative stereotypes about persons with disabilities.
6. To monitor developments in the area of health care reform that may affect access to needed psychological services by persons with disabilities.
7. To liaison with the APA Ethics Commititee and other relevant sources (e.g., BAPPI and other APA Committees, CARF) to ensure consideration of special ethical and professional needs arising from rehabilitation research or the delivery of psychological services to persons with disabilities.
8. To keep the Division membership informed of developments in the above areas through articles in the Division newsletter, website, and/or announcements posted on the rehabilitation psychology listserv.
Specialty Council

The APA Council of Representatives approved, at its August 2015 meeting, the recognition of Rehabilitation Psychology as a specialty in professional psychology. A specialty is a defined area of professional psychology practice characterized by a distinctive configuration of competencies for specified problems and populations. Specialty training may be acquired either at the doctoral or postdoctoral level as defined by the specialty. This approval of Rehabilitation Psychology as a specialty completed a multi-year process by the Division, initially spearheaded by Bernie Brucker and Mitch Rosenthal. The APA Council of Specialties in Professional Psychology (CoS) requires that specialties form a specialty council. The purpose of a specialty council is to provide for the organized development of the specialty by:

➢ exchanging information and seeking common ground in specialty matters
➢ achieving coherence in education and practice standards and guidelines
➢ representing specialty interests in professional psychology as a whole
➢ developing a uniform voice in the specialty on national policy matters

The Rehabilitation Psychology Specialty Council consists of the five professional organizations that represent the major educational, training, and professional constituencies in Rehabilitation Psychology: APA Division of Rehabilitation Psychology (22), the American Board of Rehabilitation Psychology (ABRP), the Foundation of Rehabilitation Psychology (FRP), the Council of Rehabilitation Psychology Postdoctoral Training Programs (CRPPTP) and the Academy of Rehabilitation Psychology (ABRP, Inc.).

Each of these groups works closely together within their specialized areas of focus. Division 22 focuses on the science and practice of professional psychology; ABRP focuses on practitioner credentialing; FRP provides a philanthropic base for supporting education and research in Rehabilitation Psychology; CRPPTP focuses on students and training programs; and ARP supports specialization and board certification through recruitment and education.
Student Leadership Network (SLN) Committee

The Student Leadership Network (SLN) was created in August 2014 in response to increased interest from students for more training, networking, and professional development opportunities in the field of rehabilitation psychology. The purpose of the SLN is to form and manage a network of Campus Chapters dedicated to promoting the mission and objectives of Division 22, and to communicate student feedback to Division 22. Specific objectives of the SLN include:

- Increase awareness among psychology students about APA Division 22 and issues related to individuals with disability and chronic illnesses.
- Serve as a medium through which Division 22 can communicate with students.
- Inform students about training, research, and leadership opportunities available through APA Division 22.
- Increase student membership and participation in Division 22, and in events sponsored by Division 22.
- Assist Division 22 committees in disseminating important information about training and professional issues related to the field of rehabilitation psychology.
- Promote exposure to training in rehabilitation psychology for students of all levels.
- Provide a network of forums at the local and national level for students to discuss, debate, and provide feedback on a variety of issues related to rehabilitation psychology.

The SLN Committee continually consists of five members. These members include: (1) the current Student Representative to the Division 22 Executive Committee, (2) the immediate past Student Representative to the Division 22 Executive Committee, (3) one full member of Division 22, as defined by the Division bylaws (the term of office for this position shall be a minimum of one year, with a maximum of three years upon agreement from other committee members), and (4,5) two pre- or post-doctoral student members of Division 22, as defined by the Division bylaws (the term of office for this position shall be a minimum of one year, with a maximum of three years upon agreement from other committee members).

Duties

1. Development and future revisions of the SLN Handbook

2. Review of Campus Chapter applications and annual reports.

   **Tips & Tricks:** All Campus Chapter applications are put to a vote through the SLN Committee for approval (require a 3/5 vote for acceptance)

3. Maintaining an up-to-date registry of all Campus Chapters, including Chapter Chairs and Faculty Sponsors.

   **Tips & Tricks:** This is managed on through a Google drive folder
4. Managing communication with Campus Chapters and coordinating with the Division 22 Communications Committee to manage communication with Division members.

   Tips & Tricks: Email and social media have been effective ways to promote communication, as some student members do not have access to the listerv

5. Collaborating with the Communications Committee to manage a special section of the Division 22 website. The SLN Committee will generate content for the website and provide recommendations for website design.

   Tips & Tricks:
   - Having a point person to direct student focused content to has been helpful
   - Additionally, having SLN chapters video/audio record their events, and/or obtain presenter slides can be a good way to generate content

6. Assessing the needs of Campus Chapters and forwarding questions/concerns to the Division 22 Executive Committee.

   Tips & Tricks:
   - Soliciting feedback from student via surveys and open email questions multiple times per year can provide a good way to identify concerns
   - Student meetings at conferences also provide opportunities to discuss needs and future directions

7. Providing bi-annual program summaries to be included in the Student Representative Report to the Division 22 Executive Committee at the Mid-Winter and APA Convention Executive Committee meetings.

   Tips & Tricks: This is a great opportunity to alert the division’s leadership about the activities of the student body. It’s okay to brag about the accomplishments of the SLN.

8. The SLN Committee will hold a minimum of four (4) meetings per year to delegate responsibilities and monitor fulfillment of the requirements discussed above. It is recommended that two (2) of these meetings occur during the Mid-Winter Rehabilitation Psychology Conference in February and the annual APA Convention in August. Other meetings should occur in the spring and fall over teleconference or videoconference.

   Tips & Tricks: Although these conference calls are helpful, more frequent emails are necessary to maintain contact and address questions as they arise
Special Interest Groups (SIGs)

As approved by the Executive Board in June, 2015, and consistent with Division Bylaws (Article IV, Section 3), special interest groups (SIGs) shall be established or dissolved by majority vote of the Executive Board. The Chairs of SIGs are appointed by the President. The President will seek whom SIG members wish to become Chair before making the appointment. Division members who wish to form a SIG are required to submit a brief petition to the Executive Board that: (a) describes the purpose of the SIG, (b) presents ways in which the SIG advances the mission of the Division, (c) explains why existing bodies within the Division do not meet the needs of the proposed SIG, (d) lists the name of at least five petitioners, and (e) proposes a founding Chair.

SIGs have been established in order to a) assist members of our Division to meet and work with others in the Division who share issues of specific concern, and b) to more effectively network with other professional organizations and interest groups having a particular focus.

As of the writing of this edition (2016), there are five active special interest groups) Assistive Technology, Deafness, Early Career Psychologists, Psychologists with Disabilities, Rehabilitation Psychology and Critical Care. Readers are encouraged to access current information regarding active SIGs on the Division Website: www.div22.org/sigs-overview.

SIG Chairs are responsible for ensuring the work of the SIG is completed through the year, often by conference call or email, and that reports of key activities, outcomes and recommendations are submitted in a written report to the President and Board prior to each scheduled Executive Board meeting.
Assistive Technology

Critical Care and Rehabilitation Psychology

The Critical Care and Rehabilitation Psychology SIG was created in 2015 to address the increasing proportion of patients coming to post-acute rehabilitation (including IRFs and SARs) who have experienced critical illness and treatment in a critical care setting. There is a burgeoning literature on the persisting effects of critical illness and critical care, with cognitive and emotional morbidities being very common. Given that Rehabilitation Psychologists are encountering many patients after critical care whose ability to participate in and benefit from rehabilitation is affected by cognitive impairment above and beyond their primary diagnosis, and by acute psychological trauma, understanding critical illness and critical care is thus becoming a core competency of Rehabilitation Psychologists, even those who do not directly consult to critical care settings.

Purpose:

This Critical Care SIG is intended to help educate and socialize Rehabilitation Psychologists to thrive in critical care settings. Service provision in the critical care setting requires some specialized knowledge and some psychological preparation to enter and function in this environment. It involves new colleagues and literature. The SIG could prepare more Rehabilitation Psychologists to ‘market’ themselves to critical care settings within their healthcare systems, i.e. to open doors. A secondary goal is to research evidenced-based topics and collaborations within and after critical care. Activities of the Critical Care SIG will span the areas of research, practice, education, and advocacy.

Membership:

The SIG is open to members of APA and Division 22 with interest in the experience of critical illness and treatment in a critical care setting.

Deafness

ECP SIG

The purpose of the special interest group is to provide opportunities for peer support, professional development, leadership, and mentoring experience for early career rehabilitation psychologists.

The ECP SIG is one of several efforts aimed at the recruitment and retention of early career rehabilitation psychologists within Division 22. The purpose of the SIG is to identify and address the ongoing professional development needs of its members (e.g., continuing education;
leadership; career and practice consultation and mentoring); to provide a forum for collegial social networking; and to provide input to the ECP Representative to the Division 22 Executive Committee, who represents ECP interests more formally within Division 22 leadership.

**HOW TO JOIN**

The SIG is open to members of APA and Division 22, whether early, mid, or later career. Please contact Erica K. Johnson, Ph.D. for more information by email.

Chair: Erica K. Johnson, Ph.D.

Special thanks to Mary Brownsberger, Psy.D., ABPP, Brad Daniels, Ph.D., Krystal Drake, Ph.D., Angela Kuemmel, Ph.D., Emily Traupman, Ph.D., and Jessica Wolfman, Ph.D., who comprised the Division 22 Early Career Psychologist Task Force that preceded and recommended the formation of this SIG. The SIG was approved in February 2013 by the Division 22 Executive Committee under the presidency of Tessa Hart, Ph.D.
Appendices
Appendix A: Bylaws of Division 22 (as Amended, February 2010)

(Available at: http://www.div22.org/division-22-bylaws/)

ARTICLE I. NAME

SECTION 1: NAME

A. The name of this organization shall be the Division of Rehabilitation Psychology, a Division of the American Psychological Association, hereinafter referred to as the Division.

ARTICLE II. PURPOSE AND OBJECTIVES

SECTION 1: PURPOSE

A. The purpose of the Division of Rehabilitation Psychology is to bring together all members of the American Psychological Association (APA) and affiliates who are concerned with enhancing the lives of people with disabilities and chronic illness. Rehabilitation Psychology is the application of psychological knowledge and understanding in activities such as research, clinical practice, teaching, public education, and advocacy on behalf of individuals and disability related health care and social policy. Rehabilitation psychologists consider psychological, biological, cognitive, social, environmental, political, and economic factors that affect the well-being of people with disabilities. The Division is mindful of the fact that limitations of functioning may not only be inherent in the disability itself, but are often attributable, in whole or part, to environmental and institutional barriers, and to negative social attitudes.

SECTION 2: OBJECTIVES

THE OBJECTIVES OF THE DIVISION ARE:

A. To bring together those who are concerned with rehabilitation, disability, and chronic illness so that they may better enhance the quality of life of persons with disabilities.

B. To promote the exchange of knowledge and information among its members and the general public through publications, special interest groups, sections, educational programs, and other media, based on disability related research, teaching, and service.

C. To strengthen Rehabilitation Psychology as a distinctive professional entity.

D. To develop relationships and cooperation among organizations concerned with rehabilitation and prevention of disability.

E. To enhance public and legislative awareness of the role of psychological and social factors in the lives of persons with disabilities and chronic illness.

F. To promote standards of training and practice in Rehabilitation Psychology and to support the training of rehabilitation psychologists.
ARTICLE III. MEMBERSHIP

SECTION 1: QUALIFICATIONS

A. Any fellow, member or student-affiliate member, in good standing, of the American Psychological Association, who is interested in the purposes and objectives of the Division, shall be eligible for membership.

B. Professionals from related disciplines and psychologists who are not members of the APA with an interest in disability-related issues are eligible to become affiliate members of the Division. Affiliate members cannot vote or hold office in the Division.

SECTION 2: CLASSES, RIGHTS, AND INITIATION OF ACTIVE STATUS

A. The classes and rights of members in the Division, and the time of their initiation into active membership status, shall be in conformity with the provisions established by the American Psychological Association.

SECTION 3: ADMISSION TO MEMBERSHIP

A. Application for membership shall be made to the Membership Committee. The Membership Committee may act on behalf of the Executive Board to endorse Member applicants.

SECTION 4: FELLOWS

A. Members of the Division may be nominated as Fellows in the American Psychological Association by the Executive Board. The Fellows Committee may act on behalf of the Executive Board to endorse Fellows applicants.

SECTION 5: TERMINATION OF MEMBERSHIP

A. Membership in the Division may be terminated for the following reasons:

1. Termination of membership in the American Psychological Association.

2. Non-payment of Divisional assessment and dues for a two-year period, in which case termination of membership shall be automatic.

B. Reinstatement — Members may be reinstated to membership upon payment of back dues and/or assessments, provided that payment shall be made within one year following termination of membership due to non-payment of dues. Members whose membership is terminated for other reasons or who fail to pay back dues within the one-year period must reapply to the Membership Committee and the application be submitted to the Executive Board.

ARTICLE IV OFFICERS, EXECUTIVE BOARD, COMMITTEES, SPECIAL INTEREST GROUPS, AND SECTIONS
SECTION 1: OFFICERS

A. The Officers of the Division shall be a President, President-elect, immediate Past-President, Secretary, and Treasurer, who shall perform the usual duties of those positions as described in Keesey's Modern Parliamentary Procedures unless otherwise indicated by these Bylaws.

B. The President will preside, or delegate the authority to do so, at the business meetings of the Division.

C. The Treasurer is responsible for monitoring and reporting on the Division finances. At least annually, the Treasurer will recommend to the Board a budget for the Division.

D. The Secretary is responsible for recording the activities and business of the Division and reporting this information to the Board.

SECTION 2: EXECUTIVE BOARD

A. Voting members of the Executive Board of the Division shall consist of all the current officers, the Divisional Representative(s) to the APA Council of Representatives, six Members-at-Large, one representative of each Division 22 Section, one Student Representative, and one Early Career Psychologist (ECP) Representative.

a. Student Representative eligibility is defined as having current enrollment in a doctoral program in Clinical, Counseling or Rehabilitation Psychology, or Neuropsychology, and/or in a fellowship training program with an emphasis on Rehabilitation Psychology or Neuropsychology, and a student member of the Division.

b. ECP Representative eligibility is defined as being a current member of the American Psychological Association Division 22, and being within 7 years of receipt of a doctoral degree in Psychology.

c. The Executive Board will appoint, by majority vote, persons to key management positions (e.g., Listserve, Webmaster) for the Division"

B. The Chairs of Committees, Special Interest Groups, and Task Forces, liaisons and monitors to APA and other external groups, and appointed management positions (e.g., Newsletter, Listserve, and Website) shall sit with the Executive Board as non-voting members.

C. The Executive Board shall conduct and supervise all of the official business of the Division, including all specific duties described in Article VI, Finances.

D. The Executive Board shall meet at least once a year.

E. The Division shall conduct a mid-year conference as determined by the Executive Board in consultation with the American Board of Rehabilitation Psychology.

F. A quorum shall consist of six members.
G. In the event that there is less than a quorum present at a Board meeting, business conducted by those attending shall become official when the transactions are submitted to the absent Board members and approved by a quorum.

H. The Executive Board may, by two-thirds vote, remove any officer from office. The Board shall name a Member, as replacement to serve the duration of the term.

SECTION 3: COMMITTEES, SPECIAL INTEREST GROUPS AND SECTIONS

A. There shall be the following Standing Committees: Program; Membership; Nominations; Fellows; Social and Ethical Responsibility; Science; Education and Training; Continuing Education; Awards; Publications and Communications; Practice; Diversity; Disability Issues; International; and Professional Identity Committee. The chair of the Nominations Committee shall be the immediate Past-President. All other chairs of the Committees shall be appointed by the President.

B. Such Ad Hoc Committees as may be necessary shall be established and dissolved by the President. Chairs of Ad Hoc Committees are appointed by the President.

C. The functions of Committees shall be determined by the Executive Board and/or by the President and said functions shall be prepared in writing by the designated Chairperson and submitted for approval to the Executive Board prior to the Committee’s formal operation.

D. Such Special Interest groups as may be decided shall be established or dissolved by a majority vote of the Executive Board. The chairs of Special Interest Groups are appointed by the president.

E. Sections may be formed by petition of 20 members and approval by the Executive Board. The purpose and bylaws of the sections must be approved by a majority of the petitioning members and submitted for approval by a majority vote of the Executive Board of the Division prior to the section’s formal operation. The bylaws of the section shall also be consistent with American Psychological Association Bylaws. A section may have officers and a board elected by members of the section according to the section’s bylaws. Each section shall have one voting representative on the Executive Board. Sections can be dissolved by a majority vote of the Executive Board of the Division.

ARTICLE V. NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE

SECTION 1: NOMINATIONS

A. The immediate Past-President will serve as Chair of the Nominations Committee. The President shall appoint two other members of the Nominations Committee from among past or present members of the Executive Board.
B. The Committee shall prepare a slate of officers, Divisional Representative(s) to the Council of Representatives of the American Psychological Association, Members-at-Large, and an ECP, for those positions that are open for the succeeding year.

C. At least two nominees shall be presented for each office to be voted upon.

D. The membership shall be solicited for nominees for each office by January of each year. At least one call for nominations shall be made to the Membership before that date.

E. Each nominee shall prepare a position statement on selected issues as enumerated by the Nominations Committee and such statements shall be distributed to the membership prior to the APA deadline for receipt of ballots.

F. The Student Representative will be appointed to the Executive Board by the President, in consultation with the Past President, President Elect and current Student Representative, from those student affiliates of the Division who will continue as a graduate student or post-doctoral student during the next-year term of office.

G. The representative to the Executive Board from each Section shall be selected in accordance with the bylaws of the Section that the person represents.

SECTION 2: ELECTIONS

A. Only members in good standing may vote in elections.

B. The results of the elections shall be announced at the Annual Board and Business Meetings of the Division.

C. The Secretary and Treasurer shall each be elected for a term of three years.

D. Members-at-Large of the Executive Board shall be elected for terms of three years, with two members elected each year.

E. The person elected President-elect serves a three-year term on the Executive Board; one year as President-elect, one year as President, and one year as immediate Past-President. At the end of one year, the President-elect shall succeed the outgoing President, and the outgoing President shall succeed the outgoing immediate Past-President.

F. The Divisional Representative(s) to the APA Council of Representatives shall be elected for terms of three years in accordance with APA policy.

G. The term of the Student Representative will be for one year. The Student Representative may be re-appointed for additional terms by succeeding Presidents.

H. The term of the ECP Representative will be for two years. The ECP Representative may complete their term of office, if the term begins at any time when the member is technically still an Early Career Psychologist, based on the current APA guidelines for ECPs.
I. The term of the Section Representative will be in accordance with the bylaws of the Section represented.

J. Executive Board members begin and end their terms of office immediately following the APA Annual Convention.

K. In the event of a vacancy on the Executive Board of a Member-at-Large, Divisional Representative, ECP Representative, or officer position due to death, disability, or resignation, or, in the case of an officer, removal from office, the Board shall appoint a Member, as replacement, to act in the vacancy until the end of the term for the vacated position. For the Student Representative, the President will appoint a new Student Representative for the remainder of the one-year term. For a Section Representative, the Section will appoint a new Section representative in accordance with the Bylaws of the section represented.

ARTICLE VI. FINANCES

SECTION 1: FISCAL YEAR

A. The fiscal year of the Division shall coincide with the fiscal year of the American Psychological Association.

SECTION 2: DUES AND ASSESSMENTS

A. The Executive Board shall determine the amount of dues and assessments to be paid by the membership.

B. In collecting dues and assessments, the Division may utilize the offices and facilities of the American Psychological Association.

SECTION 3: DISBURSEMENTS

A. Unless authorized by the Executive Board or the President, no member, including the Treasurer, may obligate the Division to the payment of any funds.

B. All requests for payment of funds must be made through the Treasurer.

SECTION 4: ANNUAL BUDGET

A. The Treasurer shall prepare a budget for consideration by the Executive Board. The Executive Board’s duties will include review, amendment and approval of the annual budget. The President may alter the approved budget in conjunction with the Treasurer, who must agree to such changes. These changes in the budget cannot exceed the total amount of the entire budget approved by the Executive Board by more than an amount equal to two percent of the total budgeted expenses of the Division, and a change in the amount allocated for any major budget category cannot exceed an amount equal to two percent of the total budgeted
expenses of the Division. Any budget increase of more than this amount must be approved by a majority of the Executive Board.

ARTICLE VII. AMENDMENTS

SECTION 1: PROPOSAL OF AMENDMENTS

A. Amendments to this Constitution may be proposed by any member in good standing by submitting such proposal to the Executive Board in writing through the Secretary.

B. Proposals for amendments shall be considered at the next regular meeting of the Executive Board.

SECTION 2: RATIFICATION

A. Upon approval of a proposed amendment by the Executive Board, such proposal shall be submitted in writing to the entire membership of the Division not later than ninety days thereafter.

B. At least sixty days shall elapse between the submission of such a proposal to the membership and a vote on the proposal.

C. A two-thirds vote of those casting ballots shall be required for the adoption of an amendment.

D. Notification of the outcome of the voting on proposed amendments shall be made to the membership at the earliest opportunity.

ARTICLE VIII. RULES OF ORDER

SECTION 1: KEESEY’S RULES

A. Keesey's Modern Parliamentary Procedures shall govern all proceedings of the Division unless otherwise contradicted by the provisions of these Bylaws.
Appendix B: Bylaws of the American Psychological Association (As Amended, January 2010)

(Available at: http://www.apa.org/about/governance/bylaws/index.aspx)
Appendix C: Bylaws of Division 22, Section 1

(Available at: http://www.div22.org/pediatric-rehabilitation-bylaws/)

Bylaws

I. NAME AND PURPOSE

A. The name of this organization shall be the Section on Pediatric Rehabilitation Psychology (Section I) of the Division of Rehabilitation Psychology (Division 22) of the American Psychological Association, herein referred to as the Section and the Division, respectively.

B. The purposes of this Section shall be to promote the general objectives of the American Psychological Association and the Division of Rehabilitation Psychology; to promote healthy development in children with disabilities through direct psychological services, consultation, advocacy, education and research; to provide a prominent voice for the rights of children with disabilities; to identify and address key factors in the disablement of children; to promote the development of models for the delivery of pediatric rehabilitation services; to foster collaboration in the sharing of information among clinicians working in pediatric rehabilitation settings; and to increase the quality and availability of pediatric Rehabilitation Psychology and neuropsychology training opportunities.

C. The Section shall establish no policies that are contrary to the policies of the Division or the American Psychological Association.

II. MEMBERSHIP

A. There shall be three categories of membership in this Section: Divisional member, Associate member, and Student member.

B. To qualify for the status of Divisional member, an individual shall be a member or a fellow of the Division and of the American Psychological Association who has an interest in the scientific or professional aspects of pediatric rehabilitation. A Divisional member shall be entitled to the rights and privileges:

1. To attend and participate in the meetings of the Section and to receive its publications:

2. To hold office, to serve as a voting member on the committees of the Section, and to vote in its elections.

C. To qualify for the status of Associate member, an individual shall be an Associate member of the American Psychological Association and shall have a demonstrated interest in the scientific or professional aspects of pediatric rehabilitation. An associate member of the Section shall:
1. Be entitled to attend and to participate in meetings of the Section and to receive its publications:

2. Be entitled to serve as a nonvoting member of the Sections;

3. Not be entitled to hold office nor vote in Section elections.

D. To qualify for the status of Student member, an individual shall be enrolled in a graduate program or school of recognized standing in a field related to the purpose of this Section. Student members of the Section shall:

1. Be entitled to participate in meetings of the Section and to receive its publications;

2. Be entitled to serve as a nonvoting member on committees of the Section;

3. Not be entitled to hold office nor vote in Section elections.

E. Student members shall automatically be reclassified as voting members of the Section upon submitting evidence of graduation from the programs and of their establishment of full membership in the American Psychological Association and, for Divisional member status, in the Division.

F. Election to membership shall be accomplished as follows:

1. Application shall be made to the Secretary of the Section, who may devise a special form for this purpose. Applicants shall state whether they are members, fellows, associate members or student members in good standing of the American Psychological Association and indicate whether they are members of the Division.

2. Election to membership in this Section will be by a majority vote of the Section’s Board of Directors or by decision of the Secretary, if this function is delegated by the Board.

3. The Secretary shall notify applicants of their membership status in a timely fashion after action on membership has been taken, and this notice shall specifically indicate the class of membership to which the individual has been approved. Such membership shall not be effective until payment of such Section dues as may be in effect at the time of the election.

G. A member in any membership category who wishes to resign membership in the Section shall indicate that intention in writing to the secretary. Any member who is in arrears of the payment of effective dues or assessments for a period of two years shall be presumed to be have resigned from the Section and shall forfeit all attendant rights and privileges.

III. OFFICERS
A. The officers of the Section shall be President, and President-elect, Past-president, Secretary, Treasurer, and a Representative to the Division.

B. The President shall be a member who has just completed her/his term as President-elect. She/he shall succeed to office at the close of the year after her/his election as President-elect, and shall serve for one year. The President shall preside at all meetings, shall be the chair of the board of directors and shall perform all other usual duties of the presiding officer.

C. The President-elect shall be a Divisional member of the Section elected for a term of one year. The President-elect shall be a member of the board of directors with a right to vote, shall serve as the program chair, and shall perform the duties traditionally assigned to a Vice-president. In the event that the President shall not serve his/her term for any reason, the President-elect shall succeed to the unexpired remainder thereof and continue to serve through her/his own term as President.

D. The Past-president shall be the most recently retired president of the Section, shall serve as a member of the board of directors, and shall serve as chair of the committee on nominations and elections. If for any reason the Past-president cannot complete her/his term of office the office shall remain vacant through the year in which the vacancy occurs.

E. The Secretary shall be a Divisional member of the Section elected for a term of two years. During her/his term, she/he shall be a member and the Secretary of the Board of Directors with the right to vote, shall serve as chair of the membership committee, shall safeguard all records of the Section, shall keep the minutes of the meetings of the Section and of its Board of Directors, shall assist the President in preparing the agenda for business meetings of the Section and of its Board of Directors, shall maintain coordination with the Division in the central office of the American Psychological Association, shall issue calls and notices of meetings, shall inform the membership of action taken by the Board of Directors, shall keep an updated membership mailing list, and shall perform all other duties of a Secretary.

F. The Treasurer shall be a Divisional member of the Section elected for a term of two years. During her/his term she/he shall be a member of the Board of Directors with the right to vote, shall oversee custody of membership funds and property of the Section, shall oversee the receipt of all money to the Section, shall direct disbursements under terms of these bylaws, shall oversee the keeping of adequate accounts, shall prepare the annual budget in consultation with the President and the Board of Directors, shall make an annual financial report to the Section, and in general shall perform the usual duties of a Treasurer.

G. The Section’s representative to the Board of Directors of the Division must be a Divisional member of the Section and is an elected for a term of three years.

H. Newly elected officers shall assume their positions at the same time as those of the Division and shall maintain them until their successors are seated. During the period between their
election and the assumption of office, the officers shall be given the title of Officer-designate and shall be ex officio members of the Board of Directors without vote.

I. During the first year of the Section’s operation, a President, President-elect, Secretary, Treasurer and Division representative shall be elected and will assume office immediately after election by a vote of Division members who petitioned to establish the Section. The Secretary shall be elected for a one year term and the Treasurer for a two year term and the Division representative for a three year term in the first year of Section operation. Hereafter, the Secretary and Treasurer shall be elected for a two year term in a staggered sequence.

J. In the case of death, incapacity, resignation or removal from office of any officer except the President or Past-president, the vacant office shall be awarded to the candidate for the position who was, at the time of the most recent past election the first runner-up for the office in question. If the runner-up declines to serve or is for any other reason unavailable, the Board of Directors of the Section shall, by majority vote, elect a successor to serve until the next annual election, at which time the position will be filled by election for the remainder of the term of office. When an individual is appointed or elected to serve the remaining term of his vacated office, such service shall not apply under such limitations on terms of office as may be specified in these bylaws.

IV. BOARD OF DIRECTORS

A. There shall be a Board of Directors of the Section. Its membership shall consist of the following persons:

1. The elected officers of the Section as specified in Article III, Sections A through G of these Bylaws;

2. The Editor of the Section newsletter or other publication that may be developed, who shall be an ex officio member of the board of directors without vote. The Editor shall be appointed by the President with the concurrence of the Board of Directors and shall serve for a three-year term, with the possibility of reappointment to additional terms.

3. The Chairs of all section standing committees, who shall be ex officio members of the Board of Directors without vote.

B. The duties of the Board of Directors shall include:

1. Exercising general supervision over the affairs of the Section, and the transaction of the necessary business of the Section provided, however that the actions of the Board of Directors shall not conflict with these bylaws and with the recorded votes of the membership and shall be reported to the members at the annual meeting;

2. Reporting of its activities to the members, and recommending matters for the consideration of the membership;
3. Filling such vacancies in offices Section is so empowered under the terms of Article III Section I of these bylaws.

4. Advising the President regarding the appointment of chair persons and members of the committees of the Sections in accordance of these bylaws;

5. Advising the officers of the Section regarding performance of their duties;

6. Advising the Representative to the Division as to matters concerning the relationship between the Section and the Division and/or the American Psychological Association and on issues that are currently before or which may be desirable to place before the Division;

7. Preparing a budget for presentation to the membership of the Section at the annual business meeting and adopting a final budget as amended following member response;

8. Recommending or approving the disbursement of funds of the Section in accordance with Article VIII of these bylaws;

9. Electing new members in accordance with Article II Section F of these bylaws;

10. Advising the President the regarding the appointment of the editor of any of the Section’s publications;

11. Setting policies for the conduct of its own affairs or for the affairs of the Section, provided, however, that such policies are not in conflict with any the terms of these bylaws;

12. Authorizing procedures or guidelines for the transaction of the business of the Section, provided the same did not conflict with the bylaws of the American Psychological Association, the Division, or the Section.

C. The Board of Directors shall meet at least once each year at the annual meeting of the American Psychological Association. Additional meetings may be called by the President with a concurrence of a majority of the members of the Board of Directors.

D. The Board of Directors meeting shall be opened to all members of the Section except at such times as the majority of the Board of Directors may declare an executive session for purposes requiring confidentiality, such as reviewing matters of personnel. Any member of the Section may place a matter on the agenda for a meeting. A majority of the voting members of the board of directors shall constitute a quorum, following due notice of the meeting. Each voting member present shall have one vote and no member may vote by proxy. All decisions of the Board of Directors shall require assent by majority of those voting, except as otherwise noted in these bylaws.
E. Any officer may be removed from office before the expiration of her/his term by a two-thirds (2/3) vote of the Board of Directors if it appears that the best interests of the Section are not being served by the person in question.

F. With the exception that officers of the Section may serve as committee chairs or as otherwise provided in these bylaws, no individual may simultaneously hold two positions on the Board of Directors.

V. COMMITTEES

A. Committees of the Sections shall consist of such standing committees as are provided for by these bylaws and such ad hoc or task force committees that shall be established by the president with the concurrence of the board of directors. Unless reconstituted for a subsequent year or years, the existence of an ad hoc committee shall terminate at the close of the year in which it was established. All committee meetings shall be open to all members of the Section except at such times as executive sessions may be declared for the purposes of discussing confidential matters, such as issues concerning individual members or applicants. In the conduct of committee business, the Chair of the committee shall cast a vote only in the case of ties.

B. Except as otherwise provided in these bylaws, the chairs and all members of the Section’s committees shall be appointed on an annual basis by the President in consultation with the Board of Directors, and shall serve until their successors are appointed and qualified. In the case of a vacancy on a committee, such a vacancy shall be filled in the same manner as initial appointments.

C. The standing committees of the Section shall be:

1. The Program Committee, which shall be chaired by the President-elect and shall consist of such others as are necessary to conduct the business of the committee for the year. It shall be the duty of the committee to solicit, evaluate and select scientific and professional contributions to be presented as part of the Section’s annual meeting program, in coordination with the Division program committee, Board of Convention Affairs and the American Psychological Association. The chair of the Section’s program committee also serves as the Section’s Representative to the Division’s program committee.

2. The membership committee shall consist of the Secretary and two other members. It shall be the duty of the committee to solicit numbers and recommend applicants for the various membership categories described in ARTICE II of these bylaws.

3. The committee on nominations and elections, which is described in Article VI, Section A.
D. Each standing committee shall have the privilege of recommending procedures, new policy or policy changes, and/or amendments to these bylaws to the board of directors.

E. The Board of Directors is empowered to authorize the formation of ad hoc or task force committees to accomplish the goals of the Section.

1. Each ad hoc committee shall have a specific charge for a specific period of time and shall be subject to annual review by the Board of Directors.

2. The number of numbers and terms of office of ad hoc committee members shall be determined by the Board of Directors.

3. The members and chair of each ad hoc committee shall be appointed by the President in consultation with the Board of Directors.

4. The responsibilities assigned to ad hoc committees may include making recommendations concerning credentialing patterns in pediatric Rehabilitation Psychology and standards for the provision of pediatric Rehabilitation Psychology services, reviewing relevant legislation and regulations, and considering ethical issues confronting pediatric rehabilitation psychologists. All policy statements representing the Section or its committees shall be presented to the Board of Directors for review and approval.

F. All persons serving on the committees of the Sections must hold one of the classes of membership in the Section.

G. It shall be the responsibility of the Chair of each standing and ad hoc committee to submit a report on its operations and recommendations to the Board of Directors by June 30th of each calendar year.

VI. NOMINATIONS AND ELECTIONS

A. The committee on nominations and elections shall consist of the Past President ex officio as chair and up to three other members of the Section who will be appointed by the President in consultation with the Board of Directors. In the case of the death, resignation, or incapacity of the past-president, the president shall assume the duties of the chair. The committee shall be responsible for implementing the policies required for the nomination and election of officers.

B. The committee on nominations and elections shall solicit nominations from members each calendar year. Only Divisional members shall participate in the nomination of the Section representative to the Division.

C. The nomination committee shall present a slate of nominees to the Board for approval. There shall be at least two candidates for each position to be filled in a given year. In assigning places on the elections ballot, the committee on nominations and elections shall be guided by
the number of nominations received by the various nominees who are willing to stand for election, using its discretion in creating slates.

D. After a proposed final election ballot and its slate of nominees has been composed for submission to the membership by the committee on nominations and elections, the chairperson shall submit a report on its actions to the Board of Directors for approval.

E. The officers of the Section shall be elected by a preferential vote of the members on a ballot on which the names shall appear in random order. Only Divisional members of the Section may vote for the Representative to the Division. The committee on nominations and elections shall be responsible for overseeing the mailing of the ballots, the count of the vote, the notification to the Board of Directors of the results of the election, the notification to the members whose names appear on the ballot, and the reporting of the election to the annual business meeting of the Section and in the pages of its publication.

VII. MEETINGS

A. The Section shall coordinate its program with, and shall participate in, the program of the Division and of the American Psychological Association.

B. There shall be at least one membership business meeting of the Section each year. The purpose of such meetings shall be to provide an opportunity for personal exchange of information and perspectives about matters of mutual concern between the general membership and the members of the Board of Directors. Any member of the Section shall have the right to place a matter on the agenda of a business meeting by directing it to the Secretary or the President at least forty-eight hours before the meeting.

C. A quorum for the annual membership business meeting shall consist of a majority of those Board members present at the national meeting. If a quorum is not present, the Board of directors of the Section shall conduct the business at their next meeting and distribute the results by mail.

D. Other scientific, professional, and/or business meetings of the Section may be called by the President with the concurrence of the Board of Directors.

VIII. FINANCES

A. The Section reserves the right to establish membership dues as determined by the Board of Directors and to be paid to the treasurer of the Section.

B. The Board of Directors of the Section may set separate dues for student members with such dues to be lower than the annual assessment for the Divisional and the Associate members.

C. As required by the Division bylaws, the Section Board of Directors shall present an annual budget to the Division Board of Directors for informational purposes and for comment during
the calendar year preceding the year covered by the budget in question, and submit a final financial report on its operations during the year following the one covered by the report periods

D. The Board of Directors shall prepare an annual budget of anticipated income and expenditures that shall be presented for the review of the members at the annual business meeting.

E. Disbursement of funds of the Section shall be made as follows:

1. The Board of Directors shall only authorize disbursements within the amounts of the approved budget for purposes that are consistent with the bylaws of the Section, of the Division, or of the American Psychological Association or the recorded actions of the membership.

2. The Treasurer, with the concurrence of the President, is authorized to reallocate unexpended funds from one category of the approved budget to another, provided only that the total expenses for the year are not exceeded

3. Once the budget has been approved, disbursements of any amount for items not contained in the approved budget but for purposes harmonious with the objectives of the Section may be authorized by a two-thirds vote of the Board of Directors, provided only that such expenditure will not require an increase in the approved assessment during the fiscal year in which it shall be made.

F. The treasurer or any other officer authorized by the Board of Directors is authorized to sign checks on behalf of the Section or to direct the disbursement of funds duly approved under the provisions of these bylaws.

G. All contracts and other financial documents other than checks, necessary to undertake programs approved by the Board of Directors in accordance with these bylaws shall be executed jointly by the President and the Treasurer.

H. In the event of dissolution of the Section all funds in the Section treasury at that time shall be turned over to Division 22 of the American Psychological Association.

IX. AMENDMENTS

A. These bylaws shall be amended only by ballot to all members of the Section. An amendment to these bylaws may be proposed to the Board of Directors or by a petition signed by at least ten percent of the voting members presented to the board of directors. After the Board of Directors has reviewed a proposed amendment, it shall be sent within sixty days to each member. In such mailings, each proposed amendment, other than those limited to minor housekeeping changes to these bylaws, shall be accompanied by statements which specify the arguments for and against the proposed change. The voting period shall then be considered
closed sixty days after the mailing and ballots shall then be counted. An affirmative vote of a majority of a majority of the votes cast shall be required to ratify the amendment, which shall then be effective immediately.

Appendix D: Bylaws of Division 22, Section 2
Available at: http://www.div22.org/womens-issues-in-rehabilitation-bylaws/

Bylaws
I. NAME AND PURPOSE

1. The name of this organization shall be the Section on Women’s Issues in Rehabilitation Psychology, a Section of the Division of Rehabilitation Psychology (22) of the American Psychological Association (hereinafter may be referred to as the Section, the Division, and the APA, respectively).

2. Consonant with the objectives of the Division of Rehabilitation Psychology and the American Psychological Association as expressed in Article 1 of their respective Bylaws, the purposes of the Section are to encourage, promote, and facilitate contributions by division members and other psychologists to the field of Rehabilitation Psychology particularly as they pertain to women, and to represent the interests of women to the Division within the APA and to external constituencies. Specifically, the goals of this Section are described under four major headings:

I. Professional Support:

1. To bring together rehabilitation psychologists and other affiliates who specialize and/or have an interest in a broad range of women’s issues in Rehabilitation Psychology;

2. To maintain a network of support for and a forum for sharing ideas and common experiences among rehabilitation psychologists and other affiliates who specialize and/or have an interest in a broad range of women’s issues in Rehabilitation Psychology;

3. To promote, by mentoring and other means, the advancement of women in Rehabilitation Psychology who represent diverse races/ethnicities and cultures, socioeconomic classes, sexual orientations, gender expressions, physical and mental abilities, ages, religions, nationalities, and worldviews.
4. To encourage, nominate, and support women for awards as well as their appointment and election to positions of leadership in the Division and the APA.

II. Education, Training, and Distribution of Information:

1. To be instrumental in raising the awareness of a broad range of women’s issues within Rehabilitation Psychology;

2. To define, promote, and support the professional education and training of rehabilitation psychologists and other affiliates who specialize in a broad range of women’s issues that are consistent with the Bylaws and Rules of the APA and Division 22;

3. To cooperate with Division 22, other divisions (e.g., Divisions 35, 44, 45, and 51), and the APA as a whole, including those boards and committees (e.g., Committee on Women in Psychology) that are concerned with the education and training of psychologists who work with women from diverse populations and a with broad range of women’s issues;

4. To work with other organizations (such as the Association for Women in Psychology) on a broad range of issues facing women in psychology and rehabilitation;

5. To organize and promote meetings, sessions, and conferences pertaining to a broad range of women’s issues in Rehabilitation Psychology;

6. To encourage the preparation and publication of technical and professional manuals, reports, guides, etc., pertaining to a broad range of women’s issues within Rehabilitation Psychology.

III. Scientific Affairs and Scholarship:

1. To provide summaries of current knowledge and practice pertaining to diverse groups of women in rehabilitation, Rehabilitation Psychology, and psychology as a whole;

2. To provide leadership in identifying cutting edge and other significant issues for research and publication pertaining to women and rehabilitation;

3. To encourage research on a broad range of women’s issues by members and affiliates of the Section, Division, and other appropriate groups;

4. To develop and implement new avenues for the distribution of scholarship in Rehabilitation Psychology pertaining to women.

IV. Professional Practice:

1. To extend application of the knowledge and methods of the science of psychology to rehabilitation and women in health and welfare agencies, educational institutions, industrial or business enterprises, consulting, and private practice;
2. To promote high standards of competence in the rehabilitation of women that take into consideration implications for working with diverse groups of women;

3. To encourage the development of organizational patterns and administrative procedures that will facilitate gender-sensitive and multiculturally competent treatment of women clients, employees, students, and members;

4. To formulate, refine, interpret, and promote practice standards and ethical principles and practices that are consistent with the Bylaws and Rules of APA and Division 22 for all psychologists who work with women.

V. Advocacy and Public Interest:

1. To promote public understanding of a broad range of women’s issues in Rehabilitation Psychology;

2. To increase public and professional awareness of a broad range of women’s issues in rehabilitation and diversity among women, including differences in races/ethnicities and cultures, socioeconomic classes, sexual orientations, gender expressions, physical and mental abilities, ages, religions, nationalities, and worldviews.

3. To increase public and professional awareness of women’s unique experiences of bias and barriers within social and professional networks and the potential consequences of these on health, socioeconomic status, and vocational or professional advancement.

II. MEMBERSHIP

I. The membership of the Section shall consist of two categories: Section Member and Section Student Affiliate, according to the conditions stated herein.

1. Member: Any Associate, Member, or Fellow of the Division who has an interest in the purposes of the Section may apply to be a member of the Section. A member shall be entitled to all rights and privileges of the Section, is eligible to vote in Section elections, and is eligible to hold appointed offices, and is eligible to serve on Section committees or task forces. Any Section member who is a voting member (Member or Fellow) of the Division is eligible to hold elected office.

2. Student Affiliates: Any student belonging to either Division 22 or APAGS who has an interest in the purposes of the Section may apply for affiliate status in the Section. Student affiliates of the Section shall be entitled to all the rights and privileges of the Section, except that they not eligible to hold elected office. They are eligible to hold appointed office, serve on Section committees and task forces, and vote in Section elections.

II. At least 25 of the members of the Section must be voting members (i.e., Members or Fellows) of Division 22.
III. Dues: All members and affiliates will pay Section dues according to their income (details of dues in Article VIII, Section 1).

IV. General Procedures:

1. Each applicant for election as a member or affiliate of the Section must complete the application forms approved by the Section Governing Board. A list of Sections and contact persons will be sent to all Division members or potential members by the Division 22 Membership Chairperson. Applications for Section members are available through the Section Membership Committee Chairperson. The criterion for membership is expressed interest in joining the Section for Women’s Issues in Rehabilitation.

2. Applications for Section Membership (Members and Student Affiliates) are reviewed and processed by the Section Membership Committee and reported annually to the Section Chair.

III. OFFICERS

I. All elected Section officers must be voting members (Members or Fellows) of Division 22. The elected officers of the Section shall be the Chair, Chair-elect, Treasurer, Membership Chair, and Past-Chair. The term of office of the Chair shall be two years. The term of office of the Chair-elect shall be one year. The term of office for the Past-chair shall be two years. The term of office for the Treasurer, Membership Chair, and Newsletter Editor each shall be two years. All terms of office will run from the end of the annual business meeting of the Section following the election to the end of the annual business meeting of the Section of the appropriate calendar year. All officers of the Section shall serve on the Section Governing Board. The Chair shall preside at all meetings of the Section and the Governing Board, exercise general supervision of the affairs of the Section, prepare an annual budget with the Treasurer, and be a member of the Elections and Awards Committees. The Chair shall issue all official calls to meetings, maintain records of Section Governing Board Meetings, appoint a Scribe for the Annual Business Meeting, and maintain written communication with Division 22 and other relevant bodies. Other responsibilities of the Chair include, but are not limited to:

1. Appointing chairs of Section committees;

2. Delegating responsibility for special projects or tasks not specifically assigned in the Bylaws;

3. Coordinating APA Programs and Hospitality Suite activities in conjunction with the Division 22 Program Committee;

4. Planning the agenda and making local arrangements for Section and Governing Board Meetings;
5. Responding in the name of the section, with appropriate consultation with the
Governing Board if necessary, to requests from individuals or organizations;

6. Articulating and advocating Section positions to others;

7. Providing for appropriate recognition of retiring Section officers;

8. Serving as a voting member of the Division 22 Executive Board. The Section recognizes
that the Division 22 Executive Board or President appoints all liaisons, monitors, and
observers to any APA Committees or Boards and other organizations. The Section may
provide suggestions for liaisons, monitors, or observers to the Division 22 President.

II. The primary role of the Chair-Elect is to work closely with the Chair in an apprenticeship
capacity. The Chair-Elect, in the absence of the Chair, will preside at meetings and shall carry
out such other duties as may be assigned by the Chair or the Section Governing Board. In the
event that the office of Chair is vacated in the first year of the term, the Past-Chair will assume
the full functions of the Chair. In the event that the office of Chair is vacated in the second year
of the term, the Chair-Elect shall assume the full functions of the Chair with advisement from
the Past-Chair.

III. The Treasurer shall have custody of all Section funds and shall: Collect, or verify the
collection of, dues and assessments; authorize disbursements and make payments in
accordance with the budget and the rules set forth by the Section Governing Board; prepare an
annual report and such interim reports as may be ordered; and with the Chair, prepare an
annual budget for adoption by the Section Governing Board. The Treasurer will submit an
annual report of income and expenditures and a proposed budget to the Division 22 Executive
Board at its midyear meeting. The Treasurer will submit semi-annual reports to the Division 22
Treasurer showing income and expenditures in the line-item format used by APA. These reports
are due July 15 and December 1 of each year. The Treasurer will work closely with the
Membership Chair to maintain the Section Membership database.

IV. The Membership Chair shall be responsible for the creation and revision of the Section
Membership Brochure, recruiting new Section members and affiliates, responding to
membership inquiries, working closely with the Treasurer in maintaining the Section database,
and providing mailing labels as needed in the ongoing business of the Section.

V. The Chair shall be responsible for the collection of Articles and information for the Division
22 Newsletter. The Newsletter Editor shall be responsible for including the following disclaimer
in every Section Newsletter: “The views expressed in this publication do not necessarily
represent the policies of the American Psychological Association, the Division of Rehabilitation
Psychology, or its Sections.”

VI. The Past-Chair is the most immediately retired Chair of the Section and shall serve as a
member of the Section Governing Board for the two years immediately following the term of
office as Chair. The Past-Chair serves as the ex-officio Chair of the Section Election and Awards/Appointment Committees. If for any reason the Past-Chair cannot complete the term of office, the office shall remain vacant throughout the balance of the term in which this occurs, and the Chair will appoint Election and Awards/Appointment Chairs.

VII. In case of departure from elected office of the Chair-Elect, Treasurer, Membership Chair, or Newsletter Editor, the Section Governing Board by majority vote shall make a pro tem appointment to serve until a successor can be duly elected to complete the unfinished term

IV. GOVERNING BOARD

1. The Section’s Governing Board shall be comprised of elected officers (Chair, Chair-Elect, Past-Chair, Treasurer, and Membership Chair) and Chairs of Section Committees and Task Forces. Each Officer is elected for two years except the Chair-Elect, who is elected for one year. Chairs of Section committees and task forces shall serve variable terms to be decided by the Section Governing Board.

2. The Section Governing Board shall have general supervision of the affairs of the Section and carry out the specific functions and duties assigned to it by various articles in these Bylaws and by actions of the members in annual or special meetings.

3. The Section Governing Board shall meet annually during the APA Convention. Other meetings will be convened as needed. Under special circumstances, there can be a called meeting if a task force leader, committee or subcommittee chair, or member requests this formally in order to resolve an issue related to the purpose and interests of the Proposed Section. Although these meetings ordinarily shall be open, the Section Governing Board may, upon a two-thirds majority vote, convene in executive session. These executive sessions are intended for consideration of such matters as personnel decisions, legal affairs, and fiscal issues.

4. The Section Governing Board will make reports of its own actions and of committee and task force activities to the members and the Executive Board of Division 22, including, as a minimum, reports at the annual conventions of the American Psychological Association.

The Section Governing Board shall be responsible for ensuring that:

1. The Section complies with Division 22's Bylaws;

2. The Section refrains from any activity that creates the potential for legal risk to the Section, Division, or the APA;

3. Section officers attend the APA-sponsored Division educational training on legal risk management;
4. Section officers submit to the Division’s Executive Board for approval its initial Bylaws and any proposed changes in its Bylaws;

5. Section officers avoid scheduling Section meetings or conferences at times that may conflict with Division 22 business meetings or regional conferences; Section officers submit to the Division’s Executive Board for review and approval on a semi-annual basis the following:

6. A proposed budget with specified line items;

7. Membership application forms;

8. A roster of names and addresses of officers;

9. A membership list verified to assure that all Section members are either Division members, Divisional affiliates, or members of APA who are not members of the Division;

10. Mid-year and year-end activity reports;

11. The Treasurer’s report which includes actual income and expenses;

12. Any proposed changes in the Section Bylaws and Rules and Procedures;

13. Copies of any publications (e.g., directories, newsletters, Section brochures, conference programs); and

14. Reports of proposed change in the governance structure (e.g., new committees, ad hoc groups) not contained in the Section Bylaws.

Chairs of Section Committees and Task Forces are appointed by the Chair and serve on the Section Governing Board. These include, but are not limited to, the Student Network, Multicultural Voices Task Force, and Strategic Planning Committee. Committee chairs will report on the activities of their committees at the annual meeting of the Section.

V. NOMINATIONS AND ELECTIONS

1. The elected Officers (Chair, Chair-Elect, Treasurer, and Membership Chair) shall be elected by a plurality mail ballot vote of all ballots cast by all members in good standing.

2. The Past-Chair will oversee Nominations and Elections. It shall be the duty of the Past-Chair to conduct and supervise the e-mail elections of the Section.

3. The Past-Chair shall issue a call for nominations to the membership in the Winter edition of the Division 22 newsletter.

4. The following staggered schedule of terms of office shall govern the call for nominations elections of new officers and the taking of office by the Chair and Past-Chair:
Odd-numbered Years Even-numbered Years
Chair Elect Treasurer
Membership Chair Chair
Past-Chair

5. The Past-Chair shall certify a list of names of persons who are nominated for each office, secure permission for candidates to be placed on the mail ballot, and prepare a ballot for e-mailing to voting members.

6. The Past-Chair will coordinate Section nominations and elections with those of the Division and the APA. The election results shall be reported by the Section to the Division 22 Executive Board at least one month prior to the Division’s next regularly scheduled Executive Board Meeting.

VI. MEETINGS

1. The annual meeting of the Section shall take place during the Annual Convention of the APA, in the same locality, for the transaction of business and discussion of professional matters.

2. The presence of 7 members shall constitute a quorum for conducting the business of the Section at the annual business meeting.

3. Notice of the annual meeting shall appear in the Division 22 Newsletter (Summer/Convention issue).

4. Members may introduce agenda topics to be addressed at the annual business meeting of the Section by contacting the Chair in advance of the meeting. The deadline for submission of agenda items will be announced in the Section’s Summer Newsletter. If necessary, agenda items can be introduced during the “New Business” portion of the annual business meeting.

5. A special circumstance or issue-related meeting may be called if the Chair is approached by a task force leader or committee chair and the stated purpose of the meeting if clearly relevant to the interests and focus of the Section.

VII. DUES AND FINANCES

1. The Section, with approval by the Division 2 Executive Board, may assess dues from its members and affiliates if so indicated by a majority vote. These individual Section dues shall not exceed the sum of one-half (½) the total individual dues and assessments charged by the Division during the preceding year. In addition, although not exceeding one-half (½) of the total Division dues, the Section will employ a graduated dues structure that will allow members and affiliates to pay dues according to their income. The Section Treasurer, with oversight of the Division Executive Board, shall be
responsible for the billing and collection of dues which shall be payable during the first quarter of the Section’s current fiscal year. Individuals joining the Section at the Annual APA Convention will be granted membership through the end of the following fiscal year.

2. The Section Treasurer will work with the Division Treasurer to establish and maintain appropriate financial procedures (e.g., tax information).

3. The Section Treasurer shall submit: (a) an annual report of income and expenditures; and (b) a proposed budget to the Division Executive Board at its midyear meeting.

4. The Section Treasurer shall submit semi-annual reports to the Division Treasurer showing income and expenditures in the line-item format used by APA. These reports are due July 15 and December 1 of each year.

5. The Section Treasurer is authorized to disburse funds (including signing of checks) that have been duly authorized in the approved budget. In the event of the inability of the Section Treasurer (due to unavailability or incapacity) to disburse funds, the Section Chair is authorized to disburse funds (including signing of checks) on behalf of the Section under the same provisions. All other financial documents, other than direct payment disbursements as noted above, shall be signed by the Section Chair and the Section Treasurer.

6. As a Section of a Division of the APA which is a tax-exempt organization under 501 (3) (c) of the Internal Revenue Code, the Section will disburse funds by policies and methods consistent with that tax status.

7. The Section’s fiscal year shall be the same as the fiscal year of the Division (January 1 to December 31).

8. Members who have not paid dues during the current fiscal year may be considered as having tendered their resignation from the Section by nonpayment.

9. In the event of the dissolution of the Section, any assets of the Section including monies in its Treasury will become, after meeting any financial obligations of the Section, a part of the Division Treasury.

VIII. AMENDMENTS

I. The Section, by vote of two thirds of the Members and Affiliates present at the Annual Business Meeting, or by a majority vote of the Members and Affiliates on an e-mail ballot (providing at least 40% of all have voted), may adopt such amendments as have been presented and read at the Annual Business Meeting or mailed to the membership two months prior to the voting date on the proposed amendment.
II. Final approval and adoption of any change in these Bylaws is contingent upon the approval of the Executive Board of Division 22.

Drafted April 2005
Appendix E: Current Strategic Plan

1. Our mission:

to lead the community of psychologists who, through research, practice, education, and advocacy, enhance the wellbeing of people living with disability or chronic health condition.

(Disability in our brand)

2. Vision

- Promote innovative and rigorous research to improve outcomes, services, and organizations, and reduce costs
- Set the standard of practice for culturally competent, evidence-based, wholistic, and personalized care
- Set the standards for education and training in the competencies of rehabilitation psychology
- Be the premiere source of psychological knowledge regarding disability and chronic illness for healthcare professionals, policymakers, the public, and the media
- Champion disability as a social justice issue
- Move communities and organizations towards greater access for all in health care, the workplace and public engagement

3. Strategic Goals in Service to each Vision Statement

Promote innovative and rigorous research to improve outcomes, services, and organizations, and reduce costs

- Increase capacity for rehab research by planning pre-conferences over the next 3 years
  1. Who: Conference planning committee/ Science committee
  2. How: Conferences, webinars, etc.
- Provide more input to funding sources (responding, nominate people to advisory boards)
  1. Who: Science committee and senior research leaders within Division
  2. How: Collaborate with APA and funding organizations (nomination of qualified individuals for boards)
➢ Work with the journal to promote publication on social media
   1. Who: Communications Committee
   2. How: Liaison with journal editor
   3. Budget: Podcasts
➢ Recruit 6 senior researchers to the science committee
   1. Who: Science committee and senior researchers in committee
   2. How: President
➢ 6 senior scientists who write up document on their research for the research spotlight on the D22 website
   1. Who: Chairs of science committee
   2. How: Phone calls, emails, etc.
➢ Provide education on the new APA research reporting standards
   1. Who: APA Publications Committee
   2. How: Liaison with APA Publications
➢ Find sponsors for cocktail hour to create opportunity for practitioner and researcher discussions on translational research to generate 2 events
   1. Who: Translational researchers
   2. How: Find sponsors and attract members
➢ Recruit 3 senior researchers to be available for the mentorship committee
   1. Who: Mentorship Committee
   2. How: personal requests

Set the standard of practice for culturally competent, evidence-based, wholistic, and personalized care
➢ Evaluate CARF standards for there being culturally competent, evidence-based, wholistic, and personal care
   1. Who: Practice committee
   2. How: Create task force to review standards and make recommendations
➢ Place D22 rep on all APA committees (etc.) addressing health care delivery and reimbursement and have members attend committees.
   1. Who: Done
   2. How: Get liaisons to attend and report, have them become members
   3. Budget: Must be set
➢ Identify key constituents who are working with populations, and get rehab psychologists in the door within the Development of Clinical Guidelines
   1. Who: Liaisons for Identified groups
   2. How: Nominations
➢ Develop best practice guideline for the standards of initial psych evaluation in medical rehabilitation
   1. Who: Practice committee
   2. How: Proposal to exec committee
   3. Budget: ??
➢ Develop a toolkit of business practices
1. Who: Practice committee
2. How: members of practice committee
3. Budget: ??

➢ Have website be a source of information for CPG’s
   1. Who: Communications committee
   2. How: Identify CPG’s and post them
   3. Budget: Hire web master to post member created materials

➢ Place rehab psychologists in (x) number of clinical conditions organizations to
  facilitate the inclusion of rehab psychology in clinical pathways
   1. Who: ??
   2. How: Identify members associated with orgs about how to approach orgs
      on this topic

➢ Implement cultural competence surveys to division members and increase
  awareness
   1. Who: Diversity committee
   2. How: Multiple strategies (surveys, educations, awards)

➢ Institute monthly phone call among chairs of all committees within the Division
  Leadership

Set the standards for education and training in the competencies of rehabilitation psychology

➢ Construct foundational principles based on Beatrice Wright’s 20 value laden beliefs
   1. Who- Task Force of D22 members including Dana Dunn
   2. How- TBD
   3. $$- Request funding from FRP

➢ Set expectation of board certification as the endpoint of clinical training (as
  established in the Baltimore Guidelines and CRSPP)
   1. Who- Rehab Psych Synarchy
   2. How- Promoting guidelines and CRSPP, statements in internship and
      program description materials
   3. No $$ needed

➢ Establish and expand educational opportunities for practicing rehabilitation
  psychologists (in collaboration with the Academy of Rehabilitation Psychology)
    a. Workshops
    b. Webinars
    c. Psych texts
    d. TED talks
    e. Oxford book series
    f. Mid-year conference
   1. Who- Continuing education committee, APA program committee, RP
      program committee, ARP,
   2. How- A lot of work, diligence, coordination between Synarchy members
3. $$$ - Registration fees, sponsorships, FRP, book sales, ARP conference funds, vendors

- Identify key rehabilitation psychology concepts to be represented in a model rehab psych undergrad curriculum and have rehab psych represented in undergrad textbooks.
  1. Who- Brad Daniels and D22 TF
  2. How- Discussion, exchange of materials, conference calls
  3. $$$ - TBD

- Identify key rehabilitation psychology concepts to be represented in a model rehab psych graduate curriculum and have rehab psych represented in graduate textbooks.
  1. Who- EJ, student chapters, student leadership network
  2. How- Discussion, survey, exchange of materials
  3. $$$ - TBD

*Be the premiere source of psychological knowledge regarding disability and chronic illness for healthcare professionals, policymakers, the public, and the media*

- Identify key division spokespersons to be available for public commentary and dissemination of information
  1. Who- D22 TF, communication committee, APA council members
  2. How- Discussion for interest, contacting membership via email
  3. $$$ - not needed

- Create and maintain relationship with APA PR team
  1. Who- appointed liaison
  2. How- as determined by D22 process
  3. $$$- not needed

- Create D22 PR team to create guidelines/pathways/set of rules for handling specific PR requests
  1. Who- appointed by D22 leaders
  2. How- examine existing documents and policies, fill in gaps
  3. $$$ - not needed

- Develop proactive plan to seed other professional groups with rehabilitation psychology knowledge
  1. Who- D22 executive committee
  2. How- build relationships, identify D22 members that are already members of other orgs, multimedia, etc
  3. $$$ - registration fees and travel expenses

- Generate public materials for accessibility for various public spaces
  1. Who- psychologists with disabilities SIG, RP mgmt committee, CIDP
  2. How- expanding existing templates
  3. $$$ - not needed

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➢ Train members on effective communication with policy makers, legislators, and the public
   1. Who- CAPP, state leadership, APA practice directorate, federal advocacy coordinator
   2. How- schedule workshops and webinars, materials to post on website, linkages to other websites,
   3. $$ - TBD

**Champion disability as a social justice issue**

➢ Include Division 22 rep to targeted external agencies and boards within 2 years
   1. Place 10 new rehab psychologists on national advisory panels study sections, CMS panels, APA boards and similar national groups.

➢ Develop a public communications platform that reaches consumers, professionals and other stakeholders.
   1. Gain approval from the EC.
   2. Obtain external expertise on graphic design, marketing, and advertising.
   3. Task the communications committee to ensure appropriate manpower to accomplish all of the necessary tasks.

➢ Include intersectionality of diversity variables in onboarding future professionals.
   1. Task the collaboration of the diversity, membership, training and education, and international committees with recruitment and retention of minority students and faculty in RP programs.

➢ Special issue of the RP journal on social justice and intersectionality of disability issues.

**Move communities and organizations towards greater access for all in health care, the workplace and public engagement**

➢ Proactively collaborate with CDIP, APA practice interest directorate, and GRO to determine what actions are necessary for incorporating disability issues into public policy.
   1. Advocate for US approval of the UN Convention on the rights of people with disabilities.
   2. Promote establishment of international accessibility and universal design guidelines.

➢ Advocate for the inclusion of disability issues and associated health disparities in graduate psychology training programs.
   1. Task collaboration of diversity, education and training, and international committees with developing recommendations.

➢ In partnership with the Academy and FRP, develop leadership and advocacy skills of Rehabilitation Psychologists in order to effectively promote the value of Rehabilitation Psychology in their organizations.
1. Leadership training at RP conferences.
2. Provide resources for the business of practice.
3. Promote LiWP.
   ➢ Equip RP’s with knowledge and resources that convey our practice value to payers.
   1. Collaborate with APAPO to increase awareness and RVU value of psychology services.

Present Year SWOT Analysis – at detail level

Strengths
- Great Product; Fits systems zeitgeist
- Members are passionate
- Mission is important
- Leadership is diverse in age, gender, disability status, race/ethnicity
- Foundation on teamwork fits well with current integrated healthcare environment
- Collaborative colleagues
- Diversity across settings, populations and career trajectories
- Conference, journal, website and social media increase visibility both internally (among RP members) and externally. To address need for metrics: wondering if there is a way to pull demographics of conference attendees, journal subscribers, etc?
- History of patient/client centered psychotherapy expertise. We are flexible and highly attuned, adapting ourselves to each patient and situation, advocating for patients while supporting teams of other providers. We are not menu-driven, cookie-cutter therapists.
- We do more than test. We know how to maximize information from chart reviews and collateral sources, related to medical, social and psychological factors.
- Division members/leadership engaged in broader APA committee and board service (e.g., CAPP, CDIP)
- Appreciation of person-environment fit in compensating for disability-related limitations, rather than a narrow focus on person-specific deficits.
- Robust, well-attended midwinter meeting that engages membership
- Growing social media presence
- Division is seen as “home” by many psychologists with disabilities
- Implicit appreciation of social justice issues and patient advocacy
- Increased visibility/representation of Division in recent years at larger APA meetings such as Multicultural Summit
- Very trainee-focused!
- Opportunities for trainees to gain leadership experience relatively quickly and interface with current D22 leaders
- Within rehabilitation psychology at large, there are ample opportunities to enter and advance within the field at different stages of the career lifecycle

Weaknesses
• Lack of billing code that defines our work -- not paid for
• Overlap with health, clinical, neuro
• Not an assessment based specialty
• Not marketed as a specialty
• Need to focus on selling us not just clinical.
• Profession does not have a clear vision of our uniqueness
• Small in numbers compared to some other psychology specialities and other rehabilitation disciplines
• Do not have a voice for influencing public policy or public attitudes
• Lack of billing codes for team work
• Confused with drug rehab
• Haven’t demonstrated our cost-efficacy or cost-effectiveness - need clearer, numbers-driving message, and how that message needs to change given shift from fee-for-service to fee-for-value
• Lack of coordination of Division members/message at APA consolidated meetings
• Lack of coordination with APA Disability Issues Office (e.g., in contrast, there is much cross-pollination between APA Office of Ethnic Minority Affairs and Division 45, between APA LGBT Concerns Office and Division 44, etc.)
• Division is not consistently visible or recognized as expert resource/advocate/home base for students/trainees with disabilities
• Non-diversified budget for the Division
• Financial dependence on ABRP for RP event planning and finances

Opportunities
• Can grow outside hospitals
• Only upside for marketing
• Disability & chronic disease of increasing importance in public policy
• Health care and social programs addressing disability & chronic disease are being re-designed (thus, opportunity to effect change)
• Continuum of care across the healthcare spectrum from prevention to acute to chronic to palliative
• Fit into primary and specialty care clinics
• Expand education below doctorate level; increase exposure for HS, undergrad, masters level to our strengths: integrated care, biopsychosocial, social disability model (vs medical model): work with APA and APAPO to develop curriculum to be distributed nationally/internationally
• Expand education to medical schools - increase visibility among MD/DO trainees
• AGING
• Incorporating our rehab/neuro knowledge and expertise to reduce incidence of preventable/premature rehospitalizations! Understanding the cognitive and coping aspects of health self-management, and the social/family/SES context that enhances or limits adherence and health-related problem solving.
The ICF: Rehab Psychology should play a LEADING ROLE (if not THE leading role) in representing APA to WHO.

Increase visibility by expanding and coordinating Division members’ participation in APA boards and committees
  - Develop a formal process to endorse Division members, especially those with visibility disabilities and ECPs, for APA committee/board positions
  - Encourage Division members to strategize together at APA consolidated meetings

Increase visibility by consistently nominating Division members for any/all appropriate APA awards
  - Develop a formal nomination/endorsement process
  - Place Division members in key positions, rather than waiting to be asked

Encourage greater role in social-justice issues and encourage cross-collaboration/recognition of intersectionality through greater engagement with Divisions that focus on other diverse groups (e.g., Divisions 35, 44, 45)

Increase membership by expanding Division’s role/visibility/recognition as expert resource/home/advocate for APA members/students/trainees with disabilities

Foundation in teamwork should position us as experts within and outside of APA for interprofessionalism initiatives

Division membership should be nexus for relationship with our Rehab partners, i.e. ABRP, FRP, Training Council, etc

Making connections and increasing membership within VA (VA has a very large polytrauma system of care with many rehabilitation psychologists who may not be aware of Division 22)

Increase the presence of Rehab psychology within ICUs

**Threats**

- Cost containment
- Other areas of psychology
- Clinical Neuropsychology elbowing us out of rehabilitation settings
  - Relatedly, questions of scope: although many rehab psychologists are well-trained in neuropsychological assessment, clinical neuropsychologists may feel that such assessment is exclusively their domain.
- Rehabilitation has not been a valued component of the healthcare system
- If sea change happens in health care we are in a small boat
- Shift to population health focus
- Need to position ourselves more strongly as health care providers: primary/secondary disability prevention, holistic health/wellness, living well with chronic condition/disability
- Possibility that EPPP Step 2, if implemented, will decrease interest in pursuing specialty board certification in Rehabilitation Psychology through ABPP, especially amongst ECPs who will be even more “burnt out” (this could also be considered an Opportunity based on our Division response)
● Inappropriately changing what we do/who we are to compete with neuropsychology
● Historical role of Division in social justice/disability advocacy being overshadowed by billing/reimbursement/trade guild issues.

See Member and External Stakeholder Survey Results in folder
Appendix F: Past Presidents of the Rehabilitation Psychology Division (formerly Psychological Aspects of Disability)

Available at: [http://www.div22.org/past-presidents](http://www.div22.org/past-presidents)

2016-17 Lisa Brenner, PhD
2015-16 Kathleen S. Brown, PhD
2014-15 Gitendra Uswatte, PhD
2013-14 Mary G. Brownsberger, PsyD
2012-13 Tessa Hart, PhD
2011-12 Jay Uomoto, PhD
2010-11 Janet P. Niemeier, PhD
2009-10 Mary R. Hibbard, PhD
2008-09 Charles D. Callahan, PhD
2007-08 William M. Stiers, PhD
2006-07 Janet E. Farmer, PhD
2005-06 Stephen T. Wegener, PhD
2004-05 Allen W. Heinemann, PhD
2003-04 Kristofer J. Hagglund, PhD
2002-03 Daniel E. Rohe, PhD
2001-02 John D. Corrigan, PhD
2000-01 Timothy R. Elliott, PhD
1999-00 Donald G. Kewman, PhD
1998-99 Barry P. Nierenberg, PhD
1997-98 Dennis C. Harper, PhD
1996-97 Marie A. DiCowden, PhD
1995-96 Robert G. Frank, PhD
1994-95 Bruce M. Caplan, PhD
1993-94 Robert L. Glueckauf, PhD
1992-93 Paul Leung, PhD
1991-92 Mitchell Rosenthal, PhD
1990-91 Suzanne M. Bruyère, PhD
1989-90 Bernard Brucker, PhD
1988-89 Robert T. Fraser, PhD
1987-88 Nancy M. Crewe, PhD
1986-87 Richard Morris, PhD
1985-86 Roy Grzesiak, PhD
1984-85 Lawrence Feinberg, PhD
1983-84 George N. Wright, PhD
1982-83 Leonard Perlman, PhD
1981-82 Myron Eisenberg, PhD
1980-81 John Muthard, PhD
1979-80 Herbert Zaretsky, PhD
1978-79 Rose Lynn Sherr, PhD
1977-78 Jerome Siller, PhD
1976-77 Durand Jacobs, PhD
1975-76 Frank Shontz, PhD
1974-75 Nancy Kerr, PhD
1973-74 Wilbert F. Fordyce, PhD
1972-73 John R. Barry, PhD
Appendix G: Active Ad Hoc Committees and Task Forces

2017-2018
Ad Hoc Financial Planning Committee: Focus on fundraising and examining the income strategies for the division
Task Force to Review and Update Bylaws
Task Force on Childcare, Parenting and Work-Life Balance
Appendix H: Inactive Ad Hoc Task Forces, Committees and Special Interest Groups

Inactive Task Forces
Strategic Planning Task Force (2016)
Task Force on Renaming Division (2015)
Task Force on Guidelines for Establishing a Special Interest Group (2015)

Inactive Committees
Social and Ethical Responsibility
Professional Identity
Outcome Measurement
Integrated Health and Living
Social Security Medical Consultants
Disability Studies (Issues) Committee
➢ The Disability Studies Committee was officially eliminated in the August 2016 Executive Board meeting. Many of the roles and functions of this committee have been taken on by the newly formed Disability Identity Committee.

Inactive SIGs
Assistive Technology
Rehabilitation Psychology in the Military
Disability SIG
Psychologists with Disabilities
➢ In 2016, this special interest group formally became the Disability Identity Committee.