American Psychological Association
Division of Psychopharmacology and Substance Abuse (Division 28)
Standard Operating Procedures
Created: 2004
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Elected Officers

Standard Operating Procedure for Office of President
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted July 12, 2004 (James L. Sorensen)
Revised September 17, 2004 (James L. Sorensen)
Revised March 29, 2010 (Mark A. Smith)
Revised February 17, 2011 (Mark K. Greenwald)
Revised December 3, 2015 (William W. Stoops)

1. **Term of office:** One calendar year (January – December), preceded by one year as President-Elect and followed for one year as Past-President. (Elected Position)

2. **Duties include:** *(from the bylaws)* Preside at all Division Meetings, act as Chairperson of the Executive Committee of the Division, exercise supervision over the affairs of the Division with the approval of the Executive Committee, supervise all required nominations and elections, appoint officers, liaisons, and monitors to represent Division interests on the Boards and Committees of APA, appoint other officers as needed to carry out the mission of the Division, prepare the annual report (in consultation with the secretary and treasurer), carry out fund-raising activities consistent with the financial needs of the division, keep the Division members informed of the activities of the Division and the Executive Committee, and perform such other duties as are incident to the office.

   I. **Preside at all Division Meetings.**
      - The Executive Committee meets in conjunction with the Annual Convention and one or more additional times a year at the discretion of the President at a place and time designated by the President.
      - Currently the Division meetings include the annual business meeting at the APA convention, one face-to-face executive committee meetings (at APA), and semi-monthly telephone or video conference calls of the Executive Committee on an as needed basis.

   II. **Act as Chairperson of the Executive Committee of the Division.**
      - The Executive Committee consists of the President, Past President, President-Elect, Council Representative(s) Members-at-Large, Secretary, Treasurer, Membership Officer, Fellows Chair, Awards Chair, and Newsletter Editor.
      - Other appointed officers, committee members, and appointed liaisons and monitors may participate in Executive Committee meetings. Currently, these include Electronic Communication Officer, Convention Program Chair, Early Career Psychologist (ECP) Representative, Student Representative, and Continuing Education Chair.

   III. **Exercise supervision over the affairs of the Division with the approval of the Executive Committee.**
      - If it’s not clear where responsibility lies, it’s probably with the President.

   IV. **Supervise all required nominations and elections.**
      - If between the business meeting and the time the nominees must be submitted to APA, any nominee declines to serve, then the President obtains a second nominee in consultation with the Executive Committee.
      - Although the Secretary is the nominations officer for elections, the President responds to frequent requests to nominate individuals for APA organizations such as committees.
The President advises candidates for Divisional offices of the outcome of the elections within seven days of notification by APA.

V. Appoint officers, liaisons, and monitors to represent Division interests on the Boards and Committees of APA, to appoint other officers as needed to carry out the mission of the Division.

- The President appoints the following officers: Secretary, Treasurer, Membership Officer, Fellows Chair, Divisional Awards Chair, and Newsletter Editor. The Fellows Chair Officer must be a Fellow of the Division. These officers may succeed themselves.
- The President may also appoint additional officers, including liaisons and/or monitors to APA Standing or Ad-hoc boards and committees, that he or she may deem necessary for the effective accomplishment of the missions of the Division. Currently these include Liaisons to the APA Science Directorate and APA Boards of Scientific Affairs and Education Affairs, to Divisions 50 and 55, Early Career Psychologist Representative, Student Representative, Liaison to the Committee on Women in Psychology, Social Media Committee Chair, and Technology Officer.
- If any other office of the Division becomes vacant as the result of circumstances not anticipated in these Bylaws, the President of the Division appoints a temporary officer to fill the office until the earliest time when an officer can be selected for the position by the prescribed procedures.

VI. Prepare the annual report (in consultation with the Secretary, Treasurer, and President-Elect).

- The annual report is one of the President’s final duties.

VII. Carry out fund-raising activities consistent with the financial needs of the division.

- With the President, the Treasurer prepares and sends letters of invitation to potential Corporate Affiliates. The letter should be sent out in February or March.
- New Corporate Affiliate information should be disseminated to the Membership Officer.

VIII. Keep the Division members informed of the activities of the Division and the Executive Committee.

- The President writes a column for each issue of the Newsletter and keeps members informed through the Division’s list-serves and other electronic communication outlets.

IX. Perform such other duties as are incident to the office.

- Depending on events, the President may engage in a number of policy issues, such as providing information to congressional representatives or, within APA, becoming involved in decisions about APA policy.
- Depending on events, the President may delegate to the Executive Committee the task of composing formal endorsements for APA Presidential candidates.
- At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position and ensure the length of the term of service is adequate to meet the needs of the division.

3. Helpful Hints and Suggestions:

I. Regarding appointments, before the term of President begins, have the Secretary contact the serving officers whose terms are expiring and ask if they are willing to continue to serve. If not, discuss possible replacements with them and with the Executive Committee.

II. Members at Large come with a very light portfolio of duties. Delegate activities to them.
III. Print the “Division Roster” of Fellows, Members, and Associates. The roster is available on the APA web site. The roster is invaluable when you need to think of people to nominate for roles in APA or the Division.

IV. Early in the “Presidential-elect year” identify a theme or accomplishable goal. Focus on that during the year to make a real contribution to the Division. It is also a good idea to think about a convention theme or themes during your presidential-elect year; this helps the program chair to organize the convention programming around your interests.

V. The semi-monthly telephone conference of the Executive Committee is great as a way to identify items needing action followup. Proof minutes promptly so the Secretary can distribute the minutes (with all-important action items) within a week. Do your “action items” within another week to keep things moving and set the tone. A week before the meeting, e-mail a reminder, agenda, and copy of the minutes giving people 1 more week to attend to their “to do” list. Set a specific agenda, with time guidelines if possible, so you can get through all business.

VI. During the year it is helpful to keep in touch with committee representatives who are not participants in monthly executive committee meetings. It may be wise to give directives to the Chairs of different committees and ask them to keep you apprised of ongoing Committee activities. Inform the Executive Committee, if it seems important.

VII. The month before the annual face-to-face business meeting, request a report from each committee representative, so that it can be part of the business of the organization.

VIII. For running meetings there is an official Division 28 Gavel! Bring it to the annual business meeting at APA, and pass it on to the President-Elect.

IX. Much of the President’s duties involve setting the tone. Continually remind people of the importance of the Division and value of their activities.

X. For the President, the cardinal sin is sitting on things without taking action. Keep on it; do something every day.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
1. **Term of office:** One calendar year, preceded by one year as President and one year as President-Elect.

2. **Duties include:** The primary roles for the Past-President of Division 28 are to ensure a smooth transition for the President of APA’s Division on Psychopharmacology and Substance Abuse and to continue to provide input on the ongoing and future goals, direction and function of the organization.

   Agenda Items that were not completed during the prior term when s/he served as President can be completed. The Past-President continues to serve on the Executive Committee and can be called on to facilitate long-range planning activities for up to two additional years after leaving office. The President may also ask the Past President to assist on some of the President’s responsibilities.

   At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

   (Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
Standard Operating Procedure for Office of President-Elect
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted July 13, 2004 (James P. Zacny)
Revised September 17, 2004 (James L. Sorensen)
Revised February 17, 2011 (Mark K. Greenwald)

1. Term of office: One year (Elected Position)

2. Duties include:
   a) appointing the Program Chair who is to arrange the divisional program for his or her presidential year (this duty is specified in the Division 28 bylaws [last version, 1998]), in consultation with the President;
   b) seeking out and asking qualified individuals if they would be willing to serve in various appointed positions (e.g., Membership Chair, Liaisons) within the division;
   c) reviewing candidates for Division awards; and
   d) participating in the monthly Executive Committee conference calls.

Appointing the program chair
Anytime after the President-elect assumes his or her position (January 1), he or she can appoint the Program Chair for next year’s convention. The Program Chair should be selected no later than May 1, approximately one month before the first Executive Committee meeting to be held at the College on Problems of Drug Dependence annual meeting. The Program Chair must be a full member of APA and be a member of Division 28.

Assisting the President in making appointments
Because most appointments made by the President are for 3-year terms, the President at his or her discretion can ask for candidate recommendations from the President-Elect for officer, liaison, or monitor positions, and after the recommendation can give permission to the President-Elect to approach the prospective division 28 members and ask them if they would be willing to serve in a given position. The rationale for involving the President-Elect is that he or she will be working with these people during his or her presidency.

Reviewing candidates for Division awards
This includes the Brady-Schuster, Dissertation, and Young Investigator awards. The President-Elect would not participate in one or more of the award reviews if s/he had a conflict of interest with one of the candidates (e.g., was a mentor to the candidate).

Participating in the monthly Executive Committee conference calls
Self-explanatory

At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

3. Helpful Hints and Suggestions: Selecting a Program Chair should be done in an expeditious fashion (e.g., in the early spring). This is because the new Program Chair can get his or her “feet wet” by interacting with the current Program Chair, who in the early spring is finalizing the program for that year.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
1. **Term of office**: Three-years (Elected Position)

2. **Duties include**: *(taken from bylaws approved August 15, 1998)*

   Each Divisional Representative to the APA Council shall attend Council Meetings, represent the interests of the Division at those meetings, discharge the responsibilities specified in Article III of the Bylaws of the APA, make biannual reports to the Division on Council activities, and carry out such other assignments as may be properly imposed by the President or Executive Committee. If the elected Divisional Representative is unable to attend a Council meeting for any reason, he or she may choose an Alternative Representative to Council from among the Executive Committee officers elected by mail ballot. The opportunity for Divisional Representatives to succeed themselves shall be in accord with Article V of the APA Bylaws.

   **Purpose:**
   Represent interests of Division 28 in particular and the Science agenda of APA in general. Examples include a) supporting (or not) the formation of new divisions with agendas relevant to science, b) supporting requests for programs or activities submitted by the Board of Scientific Affairs (BSA).

   **Duties:**
   - Attend 2 council meetings per year; one at the annual APA meeting and a winter meeting in February in Washington DC. Both meetings are 2.5 days long. APA pays a partial reimbursement for both meetings (transportation and hotel). Division 28 can be billed for other expenses.
   - Attend Division 28 executive meeting and report on council business.
   - At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

3. **Helpful hints and suggestions:**

   You will receive volumes of material prior to each meeting including agenda books and budgets. It is useful to look through the agenda book to identify any upcoming issues that look relevant to the division; you may want to be prepared to address the council with pro or con arguments on specific proposals.

   Network with council reps from other science divisions (6, 12, 25, 50)

   Liaison with BSA to keep abreast of their goals and activities so that Division 28 can have input early on to projects.

   Network and attend meetings of Utilization of New Talent to get a flavor for what can be accomplished by relatively new members.

   Attend relevant caucus meetings to learn about current issue.

   Find an issue or project you want to support. Determine how best to advance this project via networking, submitting new business items, or talking with people on existing committees within the APA structure.
(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
1.a. **Term of office:** Three years (Elected Position)

1.b. **Elected/Non-elected:** one elected each year

1.c. **Number of Members-at-Large:** three

1.d. **Eligibility requirements:**
   - Shall be past the Ph.D. degree.
   - Div 28 Fellow Status: Members-at-Large do not need to be Fellows. However, Members-at-Large who are Fellows shall also review nominations of Fellow candidates and serve on panels to review candidates for Division awards.
   - A Member-at-Large shall not be eligible to stand again for election to Member-at-Large for a period of one year following the completion of his/her term.

1. **Duties include:**
   
   a. Represent the general membership at the Executive Committee meetings.
   b. Serve on panels to review candidates for Division awards (if he/she has Fellow Status).
   c. Those Members-at-Large that are Fellows shall review nominations of Fellow candidates.
   d. Carry out duties as assigned by the President.
   e. “During the period between the Annual Convention and January, newly elected officers … that will be vacated as of January 1 will serve in "elect" status. The outgoing officer will proceed with an orderly transition of responsibilities by keeping them informed of the status of all activities of a continuing nature; delegating, as agreed, incoming action items; and transferring originals or copies of paperwork related to the office, including archival material for the position.” (Bylaws, Article V. 3.)
   f. At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
1. **Term of office**: Three years (Appointed Position)

2. **Duties include**: *(taken from the Division 28 by-laws (last version 1998))*

Keep records of all meetings of the Division, serve as Nominations liaison to APA, act as Secretary of the Executive Committee, send out copies of minutes to members of the Executive Committee, send copies of the Bylaws to newly elected and appointed officers, and serve as the parliamentarian to the Division.

I. **Record minutes of meetings**

- Shall keep records of all meetings of the Division. This includes all previous meeting minutes. The secretary must keep files in a secure location.
- The secretary will take minutes from any meetings of Division 28. This includes any in-person meetings (e.g., which may occur at the College on Problems of Drug Dependence (CPDD) and the American Psychological Association (APA) conferences) – of the Executive Committee, the once yearly Business meeting of the entire membership of Division 28 that occurs at the APA annual conference; and during the regularly scheduled Executive Committee conference calls that occur throughout the year.
- If the secretary is not available to attend the meeting she/he must find suitable replacement or make arrangements for minutes to be recorded, and is responsible for minutes being taken from the recordings.
- Minutes of any meeting are first drafted and sent to Division 28 President for review and comment.
- The Secretary distributes minutes from all Executive Committee and Division meetings for approval.
  1. Minutes from in-person meetings are distributed to the Executive Committee electronically for approval once they are reviewed and edited (as needed) by the President.
  2. The President reviews and approves all yearly business meeting minutes. The Secretary is then responsible for transporting hard copies of minutes from the preceding year’s Business meeting to the upcoming Business meeting for review and approval by the general membership. Generally, 30 copies have been a sufficient number to ensure all members attending the business meeting can receive a copy.
  3. Business meeting minutes may only be approved during a Business meeting. A quorum (consisting of 10 Division 28 members) must be available to approve the Business meeting minutes, otherwise approval of those minutes will have to wait until the next Business meeting with 10 attending members (note that multiple years of Business meeting minutes may be approved during a meeting). Electronic copies of the business meeting minutes are sent to the Newsletter Editor.
  4. Minutes from monthly conference call are distributed to the Executive Committee for approval via e-mail after review and editing by President.
- If there are any changes to the minutes pending approval, the Secretary must document and make the changes and then place a final copy in the archive files.
- Hard copies of the minutes should be brought to in-person meetings (e.g., CPDD and APA) for approval after review and editing by the President.
II. Serve as Nominations Liaison

- Serve as Nominations liaison to APA.
  Secretary will be directly contacted by APA regarding the Division election ballot. The Secretary will assist the Division President with completing the election slate and serves as the liaison between APA and the Division regarding the election ballot submission process. The Secretary will also assist candidates with completing their required components for the election process. Once slate for elections is decided upon and President has confirmed slate, the final nominees shall be sent by the Secretary to the Elections Committee of the APA for inclusion in the election ballot (in accordance with Article IX of the Bylaws of the APA).
  1. The Secretary sends slate to APA Director of Elections (Garnett Coad: phone= 202-336-6087; e-mail= gcoad@apa.org).

III. Other Duties

- Send copies of the Bylaws to newly elected and appointed officers (These are available on the Division’s website).
- Make sure you always record full names of those attending the meetings/calls.
- It helps to type the minutes into a computer or tape record the meeting to improve accuracy of the minutes.
- Serve as the parliamentarian to the Division.
- Help President prepare the annual report (due in early Feb-this is one of the last duties of the President).
- At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

3. Helpful hints and suggestions:
   I. Secretary may often get mail that is sent to President and others; however, always bring mail you receive to the attention of the President because sometimes you may be the only one to receive this information and this information may require immediate action.
   II. Always bring a copy of the bylaws and minutes from previous meetings with you to the in-person meetings. Often times, these are needed to answer questions.
   III. Make sure you receive copies of any summaries or materials distributed by members attending the in-person meetings (e.g., copies of Treasure Reports, membership).
   IV. Make sure you pay special attention to the slate of elected officers decided upon at the APA meeting.
   V. In January of each year, after all minutes from the previous year have been approved, send electronic copies of all approved minutes to EXEC28@LISTS.APA.ORG so they will be archived.
   VI. At the end of each year (e.g., in Dec) e-mail all people on the list of officers who have terms expiring in next year to ensure they are willing to serve again, and if not, have President contact person or bring up as agenda item at next meeting to find a replacement.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
Standard Operating Procedure for Office of Treasurer
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted July 16, 2004 (Jane B. Acri)
Revised September 17, 2004 (James L. Sorensen)
Revised February 17, 2011 (Mark K. Greenwald)
Revised December 15, 2016 (Jane Acri)

1. Term of office: Three years (Appointed Position)

2. Duties include: (from the Division 28 Bylaws, 1998 version)
Have custody of all funds and properties of the Division, collect special dues that may be voted in accordance with Article VIII of these Bylaws, and make disbursements as authorized by the Executive Committee. Maintain up-to-date financial records and prepare financial reports and summaries for the group APA tax return, for Division 28 annual meetings, and for Executive Committee meetings. With the President, the Treasurer shall prepare and send letters of invitation to potential Corporate Affiliates, and shall acknowledge contributions from corporate sources. The Treasurer shall supply the Membership Officer up-to-date information on the names and addresses of the Corporate Affiliate liaisons, and shall advise the Newsletter Editor and Program Chair of information needed to ensure timely public acknowledgment of contributions received.

I. Have custody of all funds and properties of the Division
- The treasurer shall open and maintain all appropriate bank and investment accounts and keep all banking and investment records. Treasurer should insure that Division Secretary also has signature rights to all accounts, and will keep secretary informed as to account numbers and locations.
- The treasurer will write checks when requested for activities approved by the Executive Committee (newsletter, awards, convention expenses) and mail them in a timely fashion. Records of each request and date of response will be maintained. Treasurer should be aware of award amounts and travel cost caps for awardee and committee travel.

II. Maintain up-to-date financial records and prepare financial reports
- The treasurer will maintain an annual balance sheet with appropriate “credits” and “debits,” with each entry coded as to its category (see attached sample A).
- Financial reports and budgets will be prepared for all Executive Committee meetings and as requested by the President. These reports will list credits and debits according to the category of each entry, e.g., credits include member dues, award contributions, corporate memberships, bank and investment interest, and miscellaneous income, debits include meeting expenses, awards, newsletter expenses, committee travel, telecom, and miscellaneous expenses. Sample report and budget is attached (B).
- Prepare Division 28 portion of APA group tax return by filling in appropriate amounts of income and expenses in spreadsheet sent by APA. This is provided electronically in February and completion is requested by March. Numbers must balance. Kathy Gebe of APA financial services may be helpful. Sample tax form is attached (C).

III. With President, prepare and send Corporate Invitation Letters
- The treasurer will maintain an up-to-date list of corporate contacts and copies of past corporate invitation letters. During spring or early summer, the treasurer should initiate work on a new letter in collaboration with the president. The letter may be prepared by the treasurer and president and mailed by the office of either one to encourage corporate support of Division 28 programs. The treasurer will maintain Division letterhead and envelopes for use related to these letters.
- The treasurer will receive and deposit any checks provided as a result of these letters, and will send out thank you letters to the providers with the Division’s tax exempt number, if requested.
- The names of corporate contacts will be provided to the newsletter editor for 1) acknowledgment in the newsletter and 2) for the newsletter mailing list.
IV. Other Duties

- In conjunction with the Awards Chair, the treasurer may be asked to send either reminder letters to the sponsors of awards (Med-Associates Brady-Schuster Award, and Outstanding Dissertation Award).
- The treasurer may request formation of an ad hoc finance committee with approval of the Executive Committee to review investments and to suggest changes. Changes to the investment portfolio will only be made with the approval of the Executive Committee.
- Respond to APA’s request for preliminary Division Assessment. This is sent to both the membership chair and the Treasurer for dues information for the coming year. The treasurer is the Division Assessment Contact Person responsible for communicating the amount of dues to APA.
- The Program Chair is usually provided a check in advance of the annual meeting to cover expenses, and then reports expenditures to the treasurer with either a request for additional funds or a return of any overage. The treasurer needs to keep track of the Program Chair’s breakdown of expenses (Committee meetings, poster session, hospitality suite, poster award, administrative expenses, award dinner). This is helpful for the incoming Program Chair and required for determination of program vs. administration expenses for the tax return.
- At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

3. Helpful hints and suggestions:

- You may often get mail that is sent to President and others; however, always bring mail you receive to the attention of the President because sometimes you may be the only one to receive this information and this information may require immediate action.
- Find a place in your basement to store the boxes of financial information from the beginning of the Division. Don’t tell the incoming treasurer about this until it is too late.
- The APA tax reporting year and the actual calendar year are not the same. For tax purposes, all dues payments received from September through December are credited to the following year. Dues received must be subtracted from the end-of-year accounts in order to “balance” the books for the tax year. APA financial services might be helpful with this.
- Keep track of award amounts and travel caps for awardees ($1000) and committee travel ($750) unless changed by the Executive Committee because no one else will remember.
- It is a good practice to maintain a separate mailing address such as a PO Box for the Division that is neither your home nor your work.
- Keep the spreadsheets up to date.
- Keep records of the breakdown of convention expenses to provide to the incoming Program Chair early in the convention planning process, and for tax reporting.
- Tax reporting requires a breakdown of all annual expenses by Program or Administration. Each Program expenses must relate to the tax-exempt purpose of the Division, which is “to exchange scientific findings in psychopharmacology and substance abuse.”

(Each time a revision is made, please copy of old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
1. Term of office: Three years (Appointed Position)

2. Duties include: (taken from the bylaws) The Newsletter Editor, who serves a three-year term, shall publish the Division Newsletter and distribute it to Members, Associate Members, and all categories of Affiliates three times annually.

ADDITIONAL DUTIES:

1. Gather materials for, create, arrange publishing of, and distribute the division newsletter three times per year (Generally March, July, and November). The deadline for turning in material is set by the Newsletter editor, and material for columns is generally solicited 2 months prior to the deadline with one or more reminders sent as the deadline approaches.

As per the APA Website Newsletter Guidelines (issued Nov 2013 and listed below) the newsletter may not be over 20 pages.

2. Columns that are generally included in each edition of the newsletter and approximate word count:
   - President Column (no word limit). Also include picture of Division President.
   - Early Career Representative Column (500 words)
   - Student Representative Column (500 words)
   - Experimental and Clinical Psychopharmacology (ECP) Table of Contents: Include for any editions that have been published since the last newsletter (generally 2)
   - Training Announcements: Update at discretion of Newsletter Editor. Most groups will forget to contact you to remove outdated advertisements. You may also ask groups who post general emails on the Div 28 listserv to include their ad in the Newsletter.
   - Div 28 Executive Committee members (updated yearly)

3. The following items are generally included in the following newsletter editions. These can be included at the discretion of the Newsletter Editor but have been standard contributions.
   - List of upcoming APA awards and deadlines. Can be identified from APA Science Directorate website.
   - March: Statement and optional picture from upcoming election candidates (this will always include the President, 500-750 words; all other potential candidates 300-500 words); possible description of upcoming convention (Program Chair, 300-500 words); potential picture of Div 28 Award winners (be sure that awards accurately indicate whether they are sponsored); call for APA fellow nominations (Fellows Chair).
   - July: Description of upcoming convention programming (Program chair, 500 words); Include Div 28 program with email. May also include Div’s 25 (Behavioral) and 50 (Addiction) programs in email.
   - November: Highlights and optional pictures of the convention (Program chair, 500 words); Congratulations to New Fellows (Fellows chair, 300-500 words); Announcement about upcoming Div 28 award deadlines (Awards chair, 500 words)

4. Corporate sponsors: Corporate sponsors have their company logo displayed in the Newsletter for the year of sponsorship. The logo is provided to the Division by the company representative and is generally displayed on the final page of the newsletter. The logo should be run for 3 cycles, and the treasurer should
be consulted to determine when to remove the logo (e.g., confirm that corporate dues have been paid).

5. The electronic version of the newsletter is emailed to all members of the division, including student members using the listserv: DIV28ANNOUNCE@lists.apa.org. This listserv is generally only used for the newsletter and presidential communication with the division. All emails sent to the listserv will need to be approved by you before they are submitted.

6. A paper copy of the newsletter is mailed to members by request, and to Division 28 corporate affiliates and award sponsors. The newsletter editor coordinates printing of the paper copies and reimburses the cost to the Division treasurer. The treasurer should be consulted prior to printing at a new vendor, to ensure the Division can support the cost. As of Dec 2016, we do not have any standing requests for paper newsletter copies.

7. Submit the newsletter content to APA to be published on the website. APA issued updated guidance and a Word template on this in February 2016. Here’s that document (double-click to activate link):

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newsletter-template.docx
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9. Post relevant content (e.g., member spotlights, relevant news stories, employment postings) to Division 28 social media sites on a regular basis.

10. At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

**HELPFUL HINTS AND SUGGESTIONS:**

A. Ask the treasurer if anyone should be thanked for donations to the division before each newsletter is prepared.

B. Division services can be slow and/or nonresponsive and they seem to have a high rate of ‘losing’ emails. If you don’t hear back from them for a few days after submitting content to them, keep emailing them until you get a sign of life.

**DIVISION 28 WEBSITE UPDATES:**

The Division 28 newsletter editor is also responsible for updating the division websites at apa.org and apadivisions.org:


Website changes are processed through APA Division Services. In addition to sending the newsletter content as described above, any additional announcements and alterations should be made on an as-needed basis, except early in each year when both websites should be carefully screened for changes in Division 28 officers, award information, etc. The following guidelines for effective communication with APA Division Services were sent to website managers early in 2016 and current procedures can be viewed by visiting [http://www.apadivisions.org/websites/index.aspx](http://www.apadivisions.org/websites/index.aspx):

1) Send all communications and update requests to updates@apa.org. This shared email box can be accessed by the APA Web Content Services team to ensure that your questions and requests are addressed as quickly as possible.

2) If the division’s website manager has changed, please let us know as soon as possible and send us his/her contact information. We will update our records and provide orientation information.
3) For every website update request, be sure to (a) put the division’s number in the email’s title, (b) include the URL(s) of the page(s) to be updated; (c) clearly indicate the desired edits (a tracked-changes Word document is the preferred format to guarantee timely and accurate updates; see attachment for instructions on how to create a tracked-changes document); and (d) attach all necessary files to the email. Once your request has been reviewed and processed, you will receive a confirmation email with its assigned project number and the anticipated completion date. The standard turnaround time for website edits is up to five business days from when the finalized content was received. Newsletters have a 10 business day turnaround time.

4) Some recurring updates to keep in mind: removing past/adding new events and announcements, leadership position changes, award deadlines, membership promotions and posting new publications, like newsletters. Our team aims to conduct regular audits to identify outdated content; however, we rely on the designated division website contact to submit requests for website updates. No content is added to a division website without your input.
Standard Operating Procedure for Office of Division Awards
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted July 20, 2004 (Anthony Liguori)
Revised August 11, 2006 (Author unknown)
Revised August 14, 2012 (Chana Akins)
Revised April 18, 2013 (Sharon Walsh)

1. **Term of office:** Three years (Appointed Position)

2. **Duties include:** *(taken from the Division 28 by-laws (last version 1998))*
Solicit nominations for awards administered by the Division, assemble materials required for appropriate review, obtain review in a timely manner by the mechanism specified for the particular award, notify all the nominees of the outcome of the review, and arrange the presentation of those awards. The Awards Chair shall obtain, in consultation with the President (or his/her designee), timely publicity for the awards and awardees.

   I. **Solicit nominations for awards administered by the Division**
   - Contact the previous Awards Chair to receive relevant email announcements such as calls for nominations, award descriptions, announcement of winners, etc. These announcements will be useful for future correspondence with the EC, members, etc. Be sure to change any relevant information on these announcements before sending them out.
   - Send general e-mail to listserv and Executive Committee three times between October 15 and November 30. The deadline for nominations is December 16. The goal is to receive all nomination materials in time to give the review panel 1-2 weeks to evaluate the candidates; this evaluation needs to occur before the Program Chair finalizes the program in late January.
   - Note that as of February 15th, 2012, the EC agreed that members and non-members were eligible for all of the awards. However, in cases where merit for an award is considered equal, preference should go to candidates who are members of the division and/or APA. Future announcements and calls for nominations should clearly indicate that membership is preferred, but NOT required.

   II. **Certify and Assemble materials required for appropriate review**
   - All applicants and nominators should be sent in a list to the Division 28 Membership Chair to assess membership status to ensure they meet the requirements outlined above. After confirmation, the Awards Chair will e-mail delivery of candidates’ material is appropriate, but be aware that some files (such as entire dissertations) may be too large for some recipients’ mailboxes. Flexibility is important.
   - When materials are or need to be delivered by snail mail, five copies of every item (one for each reviewer) must be made. APA will reimburse these costs.

   III. **Obtain review in a timely manner**
   - The review panel is typically the Past President, Current President, President-Elect, and all Members-at-Large of the Division that are Fellows. Where there is a conflict of interest, the reviewer must recuse from the review. You may try to locate an earlier Past President who is willing to complete the review.
   - The reviewers just need to rank order the candidates. The lowest sum of ranks is the winner of the award.

   IV. **Notify all the nominees of the outcome of the review**
   - Speak (by telephone) with each of the winners and e-mail the remaining candidates before making the results public.
   - Strongly encourage each losing candidate to reapply the following year.
   - Ask each winner for a title. Try to keep the title under 10 words in accordance with APA convention guidelines.
· Make every effort to locate a willing person to introduce the winner. Discuss potential introducers (session chairs or nominators) with the winner, and make sure both the winner and the chair are in agreement.
· Winners should be notified of the cash award, plaque, and travel reimbursement; this reimbursement typically covers room and travel, but there are limits. More detailed questions about reimbursement can be answered by the Treasurer.

V. Arrange the presentation of the awards
· Contact the Program Chair with the titles and chairs as soon as possible.
· In late June/early July, order the plaques. At present, we have a standing order with All American Specialties in Georgia. APA will reimburse these costs.
· Ask the Treasurer to send the three winners’ checks to you.
· Bring the plaques and checks to the convention; if you will not be attending, arrange for an attendee to bring them.
· Prior to convention, winners and presenters should be emailed a reminder and instructions such as: “Presenters should arrive to the room 10 min early and bring a copy of their presentation on a thumb drive. Each young investigator has 25 minutes total (introduction of awardee, presentation of award, talk, and questions)...we have two awardees and only 50 minutes. The Brady/Schuster talk and introduction will be a full 50 minutes.”

VI. Obtain timely publicity
· Early to mid February, the Newsletter editor will request a brief summary of the awards and winners for the newsletter.
· In July, you will be contacted by APA to provide a list of the awardees for the Division convention highlights issue (They will want “Award Name: Winner name, PhD”)
· In July, send a thank-you note to all sponsors, including a brief description of the winner of that sponsor’s award (you might coordinate this with the Treasurer who sometimes elects to do this)
· At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
Standard Operating Procedure for Office of Membership
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted July 19, 2004 (John Roll)
Revised September 17, 2004 (James L. Sorensen)
Revised February 17, 2011 (Mark K. Greenwald)

1. **Term of office**: Three years (Appointed Position)

2. **Duties include**: *(taken from bylaws)* The Membership Officer, who serves a three-year term, shall process applications for all classes of membership in the Division, see that the Division brochure is prepared, provide requested membership information to APA, respond to requests for information about the Division, and maintain up-to-date lists of Affiliates.

**Additional duties:**

a. Provide newsletter editor with mailing labels for affiliate members thrice yearly. Provide treasurer with billing information for non-student affiliates.

b. At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

3. **Helpful hints and suggestions:**

a. Maintain a supply of membership brochures, although the membership application form is now available on line (http://www.apa.org/about/division/activities/division-28-brochure.pdf).

b. Send brochures, using mailing labels provided by APA as often as possible.

c. Maintain the affiliate list so that those individuals who matriculate are periodically removed and encouraged to upgrade their membership.

d. Keep track of costs incurred and periodically obtain reimbursement from treasurer.

e. Provide APA with lists of new members after approval at the monthly executive meeting.

f. Obtain semi-annual records of members from APA to crosscheck with the division membership rosters.

g. Work with the Executive Committee to devise and implement innovative member recruitment, engagement, and retention strategies.

h. To the extent that free first-year memberships are currently being offered, it is important to communicate with APA at the point of matriculation to second-year membership to begin charging dues.

(Each time a revision is made, please copy of old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
Standard Operating Procedure for Office of Fellows Chair
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted July 16, 2004 (Suzette M. Evans)
Revised September 17, 2004 (James L. Sorensen)
Revised February 17, 2011 (Mark K. Greenwald)
Revised November 9, 2012 (Stephen J. Heishman)
Revised May 12, 2014 (Stephen J. Heishman)
Revised December 13, 2016 (Matthew Johnson)

1. Term of office: Three years (Appointed Position)

2. Duties include: (taken from the Division 28 by-laws)
The Fellows Chair shall (a) identify each prospective Fellow by soliciting nominations (including self-nominations) at least once annually. (b) The Fellows Chair shall obtain required documents to determine the eligibility of nominees for Fellow status in APA and the Division. (c) The Fellows Chair shall circulate the documents to those members of the Executive Committee who are Fellows in APA. (d) For each person who receives a unanimous affirmative vote from the elected Fellows of the Executive Committee, but is not yet a Fellow of APA, the Fellows Chair will insure that the materials needed to complete the nomination process are submitted to the APA Board of Directors by the next deadline for such nominations.

Division Fellows Chair Calendar:

March-May:
- Solicit nominations for Fellow status. Several avenues should be pursued: put a request into the spring issue of the Division Newsletter, send the Electronic Communication Officer a request for nominations to put on ListServ to all Division 28 Members, ask for suggestions from the Executive Committee members, and determine if any recently approved APA Fellows in closely associated Divisions (e.g., 50, 25) might also be appropriate as Fellows in Divisions 28. Make sure the person who suggests someone also gives you the current contact information for the nominee because the APA membership directory is not always accurate.
- Contact the suggested individuals. Make sure they are a current member of APA (for at least one year) and a current member of Division 28 (for at least one year). Determine whether the nominee is already a Fellow in another Division because this makes application process much easier (see below). Then have the nominee send you their CV and email addresses of two references.
- As Fellows Chair, it is important to critically review potential nominees, particularly those who self-nominate. Generally, a successful nominee will be 10-15 years post-doctorate, have a minimum of 30 publications and a track record of external funding, and can document national impact of their research. If someone doesn’t seem to meet the qualifications for becoming a Fellow, or may be on the fence, gently suggest that they defer being reviewed by the Committee. We only want to forward those candidates who are very likely to be approved by APA.

June-August:
- Request a brief (1-2 paragraphs) recommendation form the nominee’s two references. These, along with the CV, will aid the Executive Committee in making a decision.
- At least 2 weeks before the Executive Committee meeting at the annual APA meeting, distribute each nominee’s CV and reference letters only to voting members of the Executive Committee who are Fellows (President, Past-president, President-elect, Council Representative, and At-large members). Voting will occur during the Division 28 Business meeting at the annual APA meeting in August. In order to forward the nominee to APA, the nominee must receive a unanimous affirmative vote from the elected Fellows of the Executive Committee who participated in the discussion and vote.
• Contact individuals who were voted favorably by the Executive Committee and alert them that the APA application process will begin in the fall.
• Send condolence letters to the nominees who did not receive a favorable vote.
• At the APA meeting, Council will approve the slate of Fellow nominees from the previous year. Send a congratulatory letter to each new Fellow and a congratulatory story to the Newsletter Editor.

September-December:
• Inform the nominees of the APA online system for submitting their application materials. Monitor their progress and send reminders if necessary.
• Work with the nominees to write their personal statement. It should be no longer than one page and should focus on the national impact or potential impact of their research program. The statement should not include reference citations or information that can be obtained from the CV, such as education, work, publication, and grant history.

January-February:
• Remind nominees to complete applications. The due date for applications is typically early February.
• Write and submit online the Fellows Chair statement regarding the nominee. APA relies heavily on these summaries in their deliberations.

3. Helpful hints and suggestions:
   a. Keep an updated spreadsheet on people nominated, how votes went, who became Fellows in previous years.
   b. Maintain a current Division membership and Fellows lists.
   c. If there are problems finding someone’s location, if you have their middle initial, a Medline search can be done to find their current location.
   d. The Bylaws (Article II, number 5) state that to approve a Fellow, a unanimous affirmative vote is required from the elected Fellows of the Executive Committee who participated in the discussion and vote. A voting Fellow who is absent from the Executive Committee meeting can participate in the discussion and vote via conference call. The intent is that voting Fellows are party to all relevant discussion so that an informed decision can be reached.
   e. At the end of the term of service, review the SOP for the position and revise it to reflect the current duties of the position.

(Each time a revision is made, please keep a copy of old SOP in the archive files of and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
Standard Operating Procedure for Office of Convention Program Chair
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted July 15, 2004 (Scott D. Lane)
Revised August 4, 2004 (Scott D. Lane)
Revised September 17, 2004 (James L. Sorensen)
Revised March 14, 2011 (Mark K. Greenwald)
Revised October 3, 2012 (Mark A. Smith)
Revised December 29, 2016 (Kelly Dunn)

1. Term of office: Two years, Three consecutive years maximum (Appointed Position)

2. Duties Include: (taken from the Division 28 by-laws- last version 1998)

The Program Chair will serve a two-year term. In the first year, the Program Chair will hold the
primary responsibility of carrying out the functions listed below. In the second year, s/he shall serve as co-
chair and help primarily in role of supporting the primary program chair for that year, via providing
materials, experience, and coordinating some of the program functions.

The role of Program Chair will be to arrange and supervise the Division 28 Program for a
designated Annual APA convention in accordance with the requirements of the APA Board of Convention
Affairs and in consultation with the President-Elect, the Division Representative to APA Council, the
Treasurer, the Fellows Chair, and the Awards Chair. The official term of a Program Chair for a designated
program begins at the time of official appointment by the President-Elect and ends when the program has
ended and duties related to the designated program have been completed. The term of the Program Chair
for a particular year thus will overlap the term of the Program Chair for the preceding year. Dates on which
terms of appointed officers begin shall be those that are consistent with the duties required.

I. Arrange and Supervise the Division 28 Program

- The Program Chair will organize the program for the upcoming APA convention in accord with the
current APA guidelines. This will include (a) submitted material from the APA online submission
process; (b) arranged symposia featuring APA Division 28 awards winners (details below); (c)
arranged symposia featuring newly elected fellows of APA Division 28; (d) solicited symposia from
Division 28 members, other APA divisions, and NIH institutes (e.g., NIDA).
- Upon receiving submissions (poster and symposia), the Program Chair will identify qualified
reviewers with expertise covering content areas of the submissions. The Program Chair will then ask
each reviewer to evaluate designated submissions for quality and content and provide an objective
assessment of appropriateness for the Division 28 program and for quality. Formal review forms are
available from past Program Chairs, and should be passed along as part of the transition process.
- The program is organized on-line through APA’s website and has specific submission details and
program posting deadlines (see exceptions under helpful hints). APA will send detailed instructions to
the Program Chairs early in the fall of the year preceding the conference. Working within the APA
guidelines, and using the feedback provided by the reviewers, the program chair will enter the program
through he APA website. The program will include:
  a. Substantive programming hours (traditionally allotted to Division 28 by APA) comprised of:
    Submitted symposia; Divisional Awards addresses; New Fellows and Presidential addresses; one or more
    poster sessions; and (historically) invited symposia organized by program personnel from NIDA.
  b. Non-substantive programming hours (not limited by APA) including: the Division 28 business
    and Executive committee meetings; and social events / special poster sessions or presentations.
- The Program Chair will disseminate information about the development and details of the upcoming
program via e-mail announcements in the Division 28 list serve, the Division 28 newsletter, and the
NIDA-sponsored brochure highlighting Division 28 and Division 50 events. The Program Chair will
communicate as needed with the Fellows Chair, Divisional Awards chair, and NIDA personnel in
order to coordinate these activities (see helpful hints).
  1. As of 2012, the Divisional Awards are: Brady/Schuster Award Sponsored by MED Associates,
     The Young Psychopharmacologist Award, and the Outstanding Dissertation Award. The Program
Chair should remain in contact with the Divisional Awards Chair and Treasurer to get the award winners listed in the APA program (see helpful hints).

2. The Program Chair will assume the responsibility of photographing in digital format each of the awards winners listed above. Electronic photos should be sent to: the Division 28 Newsletter Editor and the Electronic Communication Officer or Webmaster (electronic versions); the Division 28 Awards Chairperson; and the organizations sponsoring the awards.

- The Program Chair will work with Program Chairs from other divisions (historically Divisions 50 and 25, though other divisions may well be interested in collaborating) to organize and publicize the respective programs by co-sponsoring and co-listing events. Co-sponsoring typically requires sharing of hours. Co-listing is a no-cost means for a division to bring to the attention of its members events of interest sponsored by other divisions.

II. Participate in monthly Division 28 Executive Committee conference calls and coordinate meetings at conference locations.

- The Program Chair will take part in monthly Division 28 Executive Committee phone calls and report on the status of the program and any relevant developments.

- The Program Chair will arrange for executive committee in-person meetings (including dining or catering reservations) at the APA meeting (August).

- At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

3. Helpful hints and suggestions:

- The substantive programming hours fill up quickly, and it is common to have more submissions than can be fit into the program. It is therefore helpful to communicate early and frequently with other divisions with whom Division 28 has historically had a close relationship (Div 50 and Div 25). In many cases, it is advantageous to share (co-sponsor) programming hours to help fit all desirable submissions into the program. Co-listing is a means of bringing attention to events outside the division that may be of interest to division members.

- Early in the fall, begin contacting individuals who will be important in shaping the final program. These people include: previous years’ program chairs; current program chairs from Divisions 25 and 50 (and others that may be relevant); executive committee members such as the President and APA Council/Division Representative who may have special scheduling issues that need to be considered when arranging the program; individual members whom the program chair wishes to solicit to develop and presentation or symposium; and personnel at NIDA and/or NIAAA who may be interested in developing symposia for the program. Historically, NIDA has shown a strong interest in sponsoring Division 28 events, and has been exceptionally supportive both financially and collaboratively (most recently, Dr. David Shurtleff and Dr. Cora Lee Wetherington have been enthusiastic about participation in the program). It is recommended that you arrange a conference call with NIDA personnel early in the fall and invite them to get involved in the program. Because of contracting and organizational issues, NIDA typically needs a bit longer to get symposia and speakers arranged, and thus may need to submit materials directly to the program chair rather than through the APA website. You may want to volunteer to help out with this process. NIAAA traditionally has been more closely aligned with Division 50, but has co-sponsored events jointly involving Divisions 28 and 50. Working with the Division 50 program chair will be helpful on this front.

- Some program events may have to be entered into the program without complete information. For NIDA- / NIAAA-sponsored symposia, the person chairing the event may not be able to submit materials to the APA website by the submission deadline (but the program chair may nevertheless encourage it). As an alternative, the program chair may instead enter the event manually into the program, listing chairs, speakers and titles without abstracts. For Divisional Awards and the Presidential Address, the information on speakers and titles may not be available when the program is due on the APA website. In this case the Program Chair may enter the event by title (e.g., “Presidential Address,” “Division 28 Awards Presentation”) and update individual names and presentation titles during final revisions several weeks later.
• Historically, NIDA has co-sponsored a Young Investigators’ poster session with Division 28 and Division 50. The costs for this session are often split across the 3 organizations, and presenters are (a) selected from submissions directly to the APA website (nominated by the program chairs), and (b) hand-picked by NIDA. To successfully continue this event, it is important for the program chair to coordinate with NIDA the planning for this event early in the fall. This has been a non-substantive programming event, scheduled in the evening. It requires making a special room request when entering the program through the APA website.

• As soon as the program is finalized, send the Electronic Communication Officer and the Newsletter Editor copies to post on the web site and in the Newsletter. Even if the dates/times of all events are not established, it may be useful to post the content of the program via electronic media to advertise events earlier and thereby promote attendance at the convention.

• The program should be nearly complete by the program entry deadline in early January, but don’t be overly concerned if the program you initially submit does not have complete information for every event. Several weeks later you will be given an opportunity to make updates and corrections to the program.

• Make advanced arrangements for you and several others you know to have digital cameras at the awards presentations and the awards dinner. Get photos of all award winners together and individually.

• Update the Division 28 Cheat Sheet and Time Line file, which has considerably more information, and send it to next year’s Program Chair after the Convention.

(Each time a revision is made, please copy of old SOP in the archive files of the Program Chair and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
Standard Operating Procedure for Early Career Psychologist Representative
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted: December 29, 2016 (Kelly Dunn)

1. Term of office: Three years unless otherwise specified (Appointed Position)

2. Duties include: The Early Career Psychologist (ECP) Representative, who serves a three-year appointed term, shall represent to the Executive Committee the needs and interests of ECPs within Division 28.

Specific Activities:

1) Attending Executive Committee meetings (monthly conference calls and in-person at the annual meetings of the College on Problems of Drug Dependence and APA) and reporting on any ECP-related activities.
2) Carrying out any ECP-related Action Items that may result from Executive Committee meetings.
3) Maintaining the Division 28 ECP listserv (DIV28ECP@lists.apa.org) by adding new ECPs who request permission to subscribe.
4) Recruiting ECPs to become affiliates and sending welcome letters with divisional contact information to new affiliates (may coordinate with the Membership Chair).
5) Writing a column in each Division newsletter on topics relevant to ECPs (e.g. research funding opportunities, service opportunities, problem-solving ECP-specific problems such as transitioning from postdoctoral training to autonomous investigator/clinician).
6) Working with the Division 28 student representative to organize ECP/student events and awards at the annual APA Convention and/or disseminating relevant Convention information to ECPs.
7) Working with the Executive Committee to devise innovative strategies for facilitating communication among ECPs and other Division members, ECP recruitment, and ECP-oriented Convention programming.
8) Helping to maintain the Division 28 social media (e.g., Facebook, Twitter) group and page by inviting ECPs to join the group and/or become fans of the page, as well as responding to requests to join the group. (May coordinate with the Electronic Communication Officer).
9) At the end of the term of service, reviewing the SOP for the position and revising it to more adequately reflect the duties of the position.

(Each time a revision is made, place copy of old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
Standard Operating Procedure for Student Representative
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted: July 26, 2010 (Author unknown)
Revised February 17, 2011 (Mark K. Greenwald)

1. **Term of office**: Three years unless otherwise specified (Appointed Position)

2. **Duties include**: The Student Representative, who serves a three-year term, shall represent to the Executive Committee the needs and interests of student affiliates of Division 28.

Specific Activities:

10) Attending Executive Committee meetings (monthly conference calls and in-person at the annual meetings of the College on Problems of Drug Dependence and APA) and reporting on any student-related activities.

11) Carrying out any student-related Action Items that may result from Executive Committee meetings.

12) Maintaining the Division 28 student listserv (div28s@lists.apa.org) by adding new student affiliates and other students who wish to subscribe.

13) Recruiting students to become affiliates and sending welcome letters with divisional contact information to new affiliates (may coordinate with the Membership Chair).

14) Writing a column in each Division newsletter on topics relevant to student affiliates (e.g. research funding for students, service opportunities, highlighting a student affiliate’s noteworthy research).

15) Organizing student events and awards at the annual APA Convention and/or disseminating relevant Convention information to students.

16) Working with the Executive Committee to devise innovative strategies for facilitating communication among student affiliates and other Division members, student recruitment and student-oriented Convention programming.

17) Helping to maintain the Division 28 social media (e.g., Facebook, Twitter) group and page by inviting students to join the group and/or become fans of the page, as well as responding to requests to join the group. (May coordinate with the Electronic Communication Officer).

18) At the end of the term of service, reviewing the SOP for the position and revising it to more adequately reflect the duties of the position.

(Each time a revision is made, please copy of old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
Information Officers

Standard Operating Procedure for Office of Archivist
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted July 26, 3004 (Herbert Barry, III)
Revised September 17, 2004 (James L. Sorensen)
Revised February 17, 2011 (Mark K. Greenwald)

1. Term of office: Three years (Appointed Position)

2. Duties include:
   I. Preparation, distribution, and publication of oral histories.
   II. Obtain additional autobiographical accounts by a broader range of Division 28 leaders.
   III. Maintain the original copies of Division newsletters and make them available for the Division 28 website. The collection for the website is nearly complete.
   IV. Maintain and contribute to other important records for Division 28. Records should be kept for future histories.
   V. At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

3. Helpful hints and suggestions:
   I. Five oral histories are available in typescript form. They are by early leaders of Division 28. They can potentially be put on a Division 28 website and published in an inexpensively produced volume to be sent to the members of the Division and available to others.
   II. The oral histories are excessively difficult to conduct and transcribe. It is more feasible to invite suitable people to write accounts of their contributions to Division 28.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
1. **Term of office**: Three years (Appointed Position)

2. **Duties include**:

   Maintenance of divisional electronic mail distribution lists, including facilitation of electronic communication among members of the executive committee.

   Maintenance of divisional web site, including posting of new materials at the request of the executive committee, digital versions of the divisional newsletters, and archiving of materials as they become available in digital formats.

   At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

3. **Helpful hints and suggestions**:

   1) Technologies change, and the population served has varying competencies. The Electronic Communication Officer (ECO) should facilitate communication and to minimize impediments to this process. The ECO is to be a patient resource for the membership.

   2) The webmaster does not sit at the hub of information flow: this naturally goes to the president and the newsletter editor. Content generation arises from them, or from specific initiatives from elected or appointed officers. The executive committee should regularly visit the issue of having the website creation and maintenance be a part of the newsletter editor’s responsibilities. However, the ECO as listowner can provide a clipping service, providing announcements and news items relevant to the interests and concerns of the division.

   3) The ECO can act as a conduit for other types of activities of the division, be it outreach, continuing education, or other issues or activities as they arise. The division has little intellectual property of its own to vend, putting severe constraints on its ability to mount a web site that always has something new to offer, barring implementation of newer technologies and the removal of current constraints on innovation. This again emphasizes the role of the newsletter, executive board documents, and any photographs, videos or other materials that incidentally accumulate; attempts should be made to exploit these opportunities as they come along, and to create new ones if possible.

   4) The website is a passive medium; the newsletter is an active or “push” medium, one that can be distributed to the divisional lists. The active medium can have links to the passive medium, and thus act as a “portal” for the divisional website.

   5) The divisional electronic lists utilize the listserv program (LSOFT Inc). This is a mature program, the most powerful and widely used of its type. Originally created as a system controlled by an email-delivered command-line interface, this system can now be managed from a web interface. The underlying organization remains unchanged, and is thoroughly described in an extensive set of manuals. Particularly useful are sections describing management of unruly and disruptive behaviors.

   6) The organization of the electronic lists is diagrammed on the website, including quicktime and powerpoint presentations illustrating the interactions between the public and private lists, and the div28super list… a mechanism for nonduplicative distribution of email.

   7) The ECO is the listowner, and there is a second listowner who acts as a backup in case of disability. The listowner manages the designated lists; the listmanager maintains the entire listserv system, and is an APA employee. The list must be maintained within the constraints of APA rules; no commercial traffic or political activity that would affect the tax status of the organization.
8) Email addresses become defunct, and distribution lists shrink as a result, automatically as currently configured. Subscription rates increase if there is extraordinarily interesting content (as in the era of the Waxman hearings on tobacco), and when list content is forwarded or cross-posted. However, it inevitably becomes necessary to repopulate the members-only list from APA-provided membership lists. The general policy is not to forcibly subscribe anyone to a list without consent; it is the policy of this division that subscription is a benefit of membership, and assent is assumed. It is not “spam”, but a membership service that can be discontinued upon request. A “bulk add” is done by the listowner, with reply to list disabled. Defective addresses (obsolete or erroneously entered) automatically are purged without further intervention. A transient period of elevated demands on the listowner ensues. This repopulation of the members list results in an announcement-amenable membership-only group, usually intolerant of “noise”. Attempts to subscribe are followed by a membership status query; the public list is driven solely by subscription, and is populated by nonmembers who actively want to subscribe. The separation of the two lists was driven by the impact of unruly advocacy by lay subscribers.

9) Severe restraints are currently imposed on the maintenance of the website as a result of its enjoying perpetual hosting by the Association.
   a. There is no capability of executing scripts of any type using an APA machine for information collection. Any attempt to do this would have to be done via an external entity.
   b. There is no “members-only” capability; password access areas are on a separate server to which divisions currently do not have access. Perhaps this will be possible in the future; it would effectively be a separate site with cross-links.
   c. There is no evident capability to “directory browse”, complicating maintenance of electronic archives, virtually mandating either links to every object, or compiling of sets of objects into single linked files.
   d. No streaming server capability (audio or video files).
   e. Limited searching capabilities.

The advantage of APA web hosting is system and institutional stability. Having a stable host and an easily remembered domain name are of paramount importance, as is being in the same “place” with other divisions.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)
Committee Chair

Standard Operating Procedure for Office of Continuing Education
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted July 19, 2004 (Alan J. Budney)
Revised September 17, 2004 (James L. Sorensen)
Revised February 17, 2011 (Mark K. Greenwald)

1. Term of office: Variable duration. (Appointed Position)

2. Duties include: Serve Division 28 in all interests related to continuing education of psychologists and psychologists-in-training in the fields of Psychopharmacology and Substance Abuse.

Committee Member(s): The President or the Executive Committee appoints the CE Committee Chair for a period of 3 years. At this time, the Chair is the only member of the CE Committee.

Committee Operations
1) The Committee establishes an annual agenda of goals and activities in response to input or requests from the Executive Committee or the Division President.

2) The Chair attends Executive Committee Meetings and reports on any CE activities.

3) The Chair provides an annual report on CE activities to the President prior to the annual convention.

Standard Action Items
1) Recruit Division members or others to submit CE Workshop applications for the annual APA convention. This involves (a) sending out a listserv message to Div 28 and Div 50 membership, (b) offering of consultation on the application process, and (c) recruitment of funding to help support Division 28 CE efforts if necessary.

2) Coordinate with the current Program Chair and the APA CE office to make sure that appropriate Division 28 presentations scheduled for the APA annual convention are designated as official APA CE credit generating presentations. This involves completing applications for CE credit status and submitting to the APA CE office. This needs to occur immediately after the program committee makes their decisions on the program. Designation of CE credit status helps with attendance at Division 28 talks.

3) Assist with recruitment of specific types of presentations for the annual meeting that the Division deems important to the field.

4) At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

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Liaisons

Standard Operating Procedure for Liaisons
Division of Psychopharmacology and Substance Abuse (Division 28)
American Psychological Association
Drafted October 2008 (Kim Kirby)
Revised February 17, 2011 (Mark K. Greenwald)

1. Term of office: Generally three years (unless otherwise specified). Appointed by the President or the Executive Committee unless otherwise specified.

2. Duties include: Represent Division 28 to the designated organization in all interests related to the science of Psychopharmacology and Substance Abuse.

Specific Activities:

1) The liaison attends Executive Committee Meetings to report on any relevant activities.

2) The liaison provides an annual report (verbal or written) on relevant activities to the President prior to the annual convention. In early summer, the liaison assists the president in arranging for members of the external organization to visit and report to the Executive Committee during the meeting held at the annual convention.

3) With direction from the Executive Committee, the liaison takes the lead if any action is needed.

4) At the end of the term of service, the liaison reviews the SOP for the position and revises it to more adequately reflect the duties of the position.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use a new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)