

Division 44 Policy and Procedure Manual
Last Updated and Approved: 08/08/25

A. Roles and Responsibilities of Division Officials

Elected officials other than Council Representatives assume office at the Membership Business meeting held at the APA Annual Convention each summer. Council Representatives assume office in accordance with APA procedures, with typical terms running beginning January 1 and ending December 31 of a given year. All Division Officials shall be members of the Division and remain dues-current during the time that they hold office.

Elected officials of Division 44 and their roles within the Division are as follows:

1. President: The President of the Division presides over all Executive Board (EB) and Executive Committee (EC) meetings. The President is an ex officio member of all standing and special committees and task forces of the Division. The President calls for reports from Division officials and committee chairs in advance of EB meetings. Except as noted otherwise, the President makes appointments of chairs and liaisons for the Division. The President appoints a Nominations Coordinator for Division 44 to APA Governance.
2. President-Elect: The President Elect chairs the Awards Committee, which may include other members appointed by the President-Elect. The President-Elect, jointly with the President, appoints the Coordinator of Informal Programming, who will coordinate programming in the Division's hospitality suite at the APA Annual Convention and who then becomes the Program Chair for the following convention. The President-Elect is enrolled in the President-Elect Orientation Series by the American Psychological Association (APA) Division Engagement Office to learn about APA's structure, policies, and procedures. The President-Elect performs other duties as assigned by the President including, but not limited to: monitoring the DIVTRIO listserv and forwarding relevant messages to the membership; providing announcement copy to PSOGD for each issue. The Fellows Committee reports to the President-Elect.
3. Past President: The Past President chairs the Nominations Committee, which may include other members appointed by the Past-President in consultation with the President. Additionally, given the structure of the presidential trio, the Past President may serve as mentor and/or consultant to the President and President-Elect to help support the division through leadership transitions.
4. Treasurer: The Treasurer has primary responsibility for management of the Division's financial accounts. The Treasurer also chairs the Finance Committee, which includes the presidential trio, the chair of the Fundraising and Development Committee, the Fundraising Dinner Coordinator, and other members as may be appointed by the Treasurer.
 - a. The Treasurer-Elect shadows the treasurer from the time of being elected until the position of Treasurer is assumed.

5. Secretary: The Secretary maintains a record of the official minutes of all meetings of the EB and EC, and serves as Parliamentarian during these meetings. The Secretary also provides an updated list of all leaders to the Members at Large (MALs) at each APA Annual Convention. The Secretary is also a point person for official notifications and requests for information from APA. The secretary sends minutes and relevant documents to the archivist at Cornell University on a quarterly basis.

6. Members-at-Large: Each year the Division elects a Member-At-Large (MAL) for a three-year period so that at any given time there are three MALs. An important goal of the MAL position is to facilitate a leadership pipeline, by increasing working knowledge and interaction with all facets of Division 44, acting as a representative of divisional committees and task forces during official votes by the EB, monitoring the progress of the assigned portfolio of committees and task forces, and reporting to the Division 44 President on the progress and status of the assigned portfolio at the regularly scheduled meetings between the President and MALs. As monitors to other divisional LGBTQIA+ committees, the MALs role is to alert the EB of actions, programs, and/or policies of these committees that might have implications for Division 44. MALs do not need to attend these groups' meetings. MALs also work to plan and implement the Division Webinar Series.

a. The First-year MAL shall monitor and serve as a voting representative to the EB for the Program Committee and all task forces. The First-year MAL shall monitor the Community of Students. The First-year MAL shall also serve as a monitor of APAGS for Division 44 and work with the presidential trio on one initiative/project to be determined by the presidential trio.

b. The Second-year MAL shall monitor and serve as a voting representative to the EB for the following committees: Aging; Bisexual Issues; Children, Youth and Families; Communications; Education and Training; and Transgender People and Gender Diversity. The Second-year MAL shall also serve as monitor to LGBTQIA+ committees of Divisions 35 (Society for the Psychology of Women) and 51 (Society for the Psychological Study of Men and Masculinity). The Second-year MAL shall work with the presidential trio on one initiative/project to be determined by the presidential trio. In addition, the Second-year MAL trains the First-year MAL on responsibilities associated with the position and introduces the First-year MAL to the individuals they will be working with from the various committees. The Second-year MAL serves as the primary coordinator for the division webinar series with support from the First-year and Third-year MALs. Second-year MAL will oversee that topics of diversity, privilege, and systemic oppression are addressed during webinars, and that webinar presenters represent a wide array of cultural and professional diversity, as is consistent with the division's mission and values

c. The Third-year MAL shall monitor and serve as a voting representative to the EB for the following committees: Co-RED; International; Membership; Mentoring; and Public Policy. The Third-year MAL shall also serve as a monitor to Division 45 (Society for the Psychological Study of Culture, Ethnicity and Race) and to any other APA divisions,

committees within divisions, or any other APA entities not mentioned in (6a) or (6b) above, such as Division 17's Section for Advocacy of Sexual Orientation and Gender Diversity (SASOGD). The Third-year MAL shall work closely with the President in that person's role of enacting and updating the Strategic Plan, train the Second-year MAL on responsibilities associated with the position and introduce the Second-year MAL to the individuals they will be working with from the various committees. The Third-year MAL will work with the President to update the P&P Manual including adding any new policies and procedures that are adopted by the voting members of the EB. The Third-year MAL shall serve as an ex-officio member of the Committee on Racial and Ethnic Diversity (CoRED).

d. MAL Duties and responsibilities with regard to committees, task forces, and specified divisions:

- i. At each APA Annual Convention, the Division Secretary will provide the MALs with an updated roster of chairs/co-chairs for each committee and task force.
- ii. When a new task force is formed, the First and Second-year MALs are responsible for sharing the Division 44 policies and procedures and helping orient the task force co-chairs to the Division.
- iii. MALs should have regular (monthly or quarterly) check-ins with the leaders of the committees and task forces to which they are assigned as liaisons.
- iv. Semi-annual conference with monitored division LGBTQIA+ committee chairs to update the EC on monitored divisions' activities on LGBTQIA+ issues and to explore ways that the monitored divisions and Division 44 might collaborate,
- v. Provision of reports to presidential trio about their assigned committees and divisions for distribution at midwinter meeting (MWM) and annual meeting,
- vi. Serve as liaison/monitor to EB for committees and divisions,
- vii. Represent Division 44 committees and task forces led by individuals who cannot attend the Division's MWM:
 1. Provides a voice for the committee and/or task force at the EB table.
 2. Review the submitted report, and highlight updates, progress, concerns, and needs of the committee or task force.
 3. Report discussion and related decisions back to the committees and task forces.

7. Representatives to the APA Council of Representatives: The Division's Council Representatives maintain a close relationship with the EB and the President of the Division to provide the Division timely updates about initiatives discussed by Council and to accurately represent the interests of the Division at Council. At the same time, the primary fiduciary responsibility of all Representatives on Council is the best interests of APA writ large, which may at times conflict with the best interests of the Division.

- a. Number of Representatives: The Division shall have the number of Representatives to Council that is determined by APA through its established apportionment procedures.
- b. Nomination slates for Council Representatives from Division shall reflect, to the extent possible, parity guidelines as indicated in the Division's Bylaws.

- c. Any increase or decrease in the number of Council Representatives shall be made in a manner that is consistent with the Division's parity guidelines.
- d. If there is a decrease in the number of Representatives and gender parity considerations do not resolve which position must be eliminated, preference shall be given to continuing the Council Representative with the longest unexpired term.
- e. If the above considerations fail to resolve which position must be eliminated, then the EB will discuss seniority, expertise, effectiveness, and any other considerations it deems relevant before voting in executive session (excluding the Representatives whose positions are under consideration for elimination) to determine which position will be continued.
- f. One Council Representative shall serve as an ex-officio member of the CoRED..

8. Student Representatives: During the 2018 MWM, the EC voted to confirm a new Student Representatives structure and Community of Student leadership team. New Student Representatives are appointed by the EB from recommendations made by the current Student Representatives. The trio of Student Representatives composes the leadership team (co-chairs) of the Community of Students.

Co-Chair Trio:

- Year 1 Co-Chair (Engagement)
 - Manages engagement opportunities for students (e.g., increasing membership, collaborations with other committees and divisions, webinars, student ambassadors)
 - Manages online presence
 - Manages hospitality suite (e.g. book donations)
 - Selects incoming chair, new leaders, and travel awards (shared)
- Year 2 Co-Chair (Voices), **Voting Member of EB**
 - Responsible for continuous student feedback and engagement (e.g., responding to student emails and questions)
 - Manages committee meetings and administrative issues
 - Completes annual reports and attend MWM
 - Oversees selection process for incoming chair and travel awards (shared)
 - Manages hospitality suite (pizza party, meet the president)
- Year 3 Co-Chair (Celebrations)
 - Manages applications for incoming chair, new leaders, and travel awards
 - Oversees selection process for incoming chair, new leaders, and travel
 - Awards (shared)
 - Manages hospitality suite (volunteers)

B. Governance Meetings of the Division

1. Executive Board: Division 44's EB consists of all elected officials and chairs/co-chairs of committees and task forces; the editor of the journal, Psychology of Sexual Orientation and

Gender Diversity; Historian; Newsletter Editor; Program Coordinator; Informal Programming Coordinator; National Multicultural Summit (NMCS) Coordinator; CE Coordinator; and, Book Series Editor. Only the president, president-elect, past president, treasurer, secretary, members-at-large, APA Council Representatives, and the second-year student representative/Community of Students co-chair can cast official votes for division business. Chairs/co-chairs of committees and task forces, as well as the journal editor, do not provide official votes for division business, although their input may be solicited during relevant discussions.

The EB meets at least three times per year. Two meetings occur at the APA Annual Convention held each August, and which may be combined into one meeting to ease scheduling. The Outgoing Board Meeting reviews the activities, committee work, and Division accomplishments of the past year. At the Incoming Board Meeting, new division officials and appointees assume their positions, address Division business, review committee composition and learn about the President's goals for the coming year. The third meeting of the EB is the MWM. MWMs occur in January/February and usually alternate between being held at a city of the President's choosing, after careful consideration of cost and logistics, and in conjunction with the NMCS. Attendance at the meetings that coincide with the convention is not traditionally funded by the division, however, on an annual basis, budget permitting, the EB may vote to fund some positions to lower economic barriers to attendance. Meetings that take place in conjunction with the convention are open to any member of the Division unless the Board is in Executive Session. Members who are not on the EB may propose items for the agenda; however, they are not able to vote and, depending on time available, may not be guaranteed speaking time during the meeting.

a. For the MWM, the travel expenses of the elected members of the EB and the following ex-officio EB members will be funded (when the MWM is held at the NMCS, conference registration for the President is also funded): one CoRED co-chair, NMCS chair, one Communications Coordinator; one Program co-chair; one Membership co-chair; one Transgender People and Gender Diversity co-chair; one Bisexual Issues co-chair; one Student Representative; and the PSOGD Editor. As funds are available, additional ex-officio members may be funded to attend the MWM in person.

i. Other ex-officio EB members are welcome to attend all meetings even though their expenses may not be reimbursed by the Division.

ii. The Division should clearly inform ex-officio members in advance whether their attendance at the MWM will be funded.

iii. Whether or not committee and task forces leaders will be attending the MWM, they are expected to submit reports of their group's work in advance of the meeting so they can be reviewed by the EB.

2. Executive Committee: The EC consists of the President, President-Elect, Past President, Secretary, and Treasurer, and regularly meets typically virtually (e.g., video or conference call). The EC is charged with the overall governance of the Division between EB meetings, with the

power to carry out policies, decisions, and directives from the EB. The Secretary takes and maintains minutes of all EC meetings.

3. Parliamentary Authority: Meetings of the governing bodies of the Division follow the rules of Modern Parliamentary Procedure (Keeseey, 1994).

4. Equity and Inclusion within Meetings: When conducting official meetings of the EB and EC, meeting facilitators are tasked with attending to issues of equity and inclusion. The President is charged with establishing a community agreement at the start of EB meetings, to include one or more process consultants for each meeting, multiple pathways of communication, and a culture check at the end of each meeting. The EC is charged with creating a set of community guidelines to use in EB meetings. Time should be reserved to process meeting dynamics, such as a check-in at the end of meetings. A premium should be placed on processing power dynamics and diversity considerations during meetings, such as processing critical incidents that occur. During EB meetings, a monitor should be assigned to monitor meeting processes and flag any dynamics or other concerns that warrant attention.

5. Quorum: Quorum for the EB and EC shall be 50% of the voting members of each of those bodies.

C. The Role of Each Committee and Task Forces

The mission and aims of each committee and task force are described on the Division website (respectively, <http://www.apadivisions.org/division-44/leadership/Committees/index.aspx> and <http://www.apadivisions.org/division-44/leadership/task-forces/index.aspx>). The mission of each committee and task force reflects one or more of the four priorities of the Division: Science, Practice, Education and Training, or Public Interest. Committee and task force chair and co-chair positions are appointed by the President, generally to three-year terms beginning in August of the year appointed. They work on various special issues as they arise in the Division and generally report to one of the three members-at-large. All chairs and co-chairs must be members of the Division.

1. Standing committees exist as long as the division exists. They are the Fellows Committee, Finance Committee, Membership Committee, and Program Committee.

a. Fellows Committee: The Fellows Committee assists division members who have made unusual and outstanding contributions to the psychology of sexual orientation, gender expression, and gender diversity to achieve the status of Fellow in APA and within the division. Division 44's website, specifically its Fellows page, contains information on how to apply for fellow status, identifies the most recently elected fellows, and lists all Division 44 fellows with links to their websites. The Fellows Committee chair reports to the President-Elect.

b. Finance Committee: The Finance Committee provides oversight of the Division's finances. It examines and periodically reviews the budget, financial forecasts, and

anticipated funding streams, and makes recommendations to the EC for changes to the management or operation of the division's finances. The Finance Committee is chaired by the Treasurer and reports to the President.

c. Membership Committee: This committee is charged with developing the membership base and representing membership interests before the EC. Maintaining current members, adding new members, and addressing the needs and interests of members are continual issues for the Membership Committee. The Membership Committee chair reports to the Third-year MAL.

d. Program Committee: Led by the Program Chair, the Program Committee is responsible for the Division's programming at the APA Annual Convention. The committee develops a program representing current scholarship on the psychology of sexual orientation and gender diversity, and is also responsible for hosting the Division's hospitality suite at convention. The hospitality suite provides a place for conference attendees and those interested in sexual orientation and gender diversity to gather, socialize, exchange ideas, and network.

2. Special committees last as long as interest in their continuation exists. Interest may be apparent in one or more ways, such as active membership roster, initiatives taken, presentations and programming at convention. Based on a committee's progress report or any other source of information, the Division 44 President may ask a committee to conduct an internal examination to design plans for reinvigorating or disbanding a seemingly non-functioning committee or a committee whose purpose has been invalidated by unfolding events. If the goal is reinvigoration, the committee will be given a year to implement and evaluate the plan to which it and the President agreed. If the goal is termination, the President will assess if there is interest in Division 44 in continuing the committee. At least three to five non-student members must express interest, elect new co-chairs, and commit to designing, implementing, and evaluating an effort to reinvigorate the committee. Special committees include Aging; Bisexual Issues; Children, Youth, and Families; Consensual Non-Monogamy; Clinical Issues; Communications; Development and Fundraising; Education and Training; International; Mentoring; Public Policy; CoRED; Science; and Transgender People and Gender Diversity.

a. Aging: The Committee on Aging raises awareness of psychological issues pertaining to adult development and aging of individuals with diverse sexual orientations, gender identities, and gender expressions. It promotes scientific research and education on aging as well as the dissemination of such relevant information to psychologists, students, and the general public. The committee seeks to accomplish this mission through efforts supporting and facilitating aging research, sponsoring aging related programs at the APA Annual Convention, encouraging the inclusion of aging research in scholarly publications, promoting representation of aging issues in related areas of psychological study through liaison with other APA divisions, and facilitating Div. 44 liaison to the APA Committee on Aging. The Aging Committee chair reports to the Second-year MAL.

b. Bisexual Issues: The goal of the Bisexual Issues Committee (BIC) is to foster discussion, scholarship and advocacy related to bisexual issues in psychology within Division 44 and within the APA more broadly. The committee provides opportunities for psychologists to network and to participate in convention programs and other professional development opportunities focused on bisexual concerns. The BIC chair reports to the Second-year MAL.

c. Children, Youth, and Families (CYF): CYF is interested in advancing scholarship, research, policy and education that support children, youth and families of diverse sexual orientations, gender identities, and gender expressions, with an emphasis on health and well-being, especially in the context of different systems of care (family, child welfare, juvenile justice, health care). CYF regularly works with Division 16 (School Psychology) and Division 43 (Couples and Family Psychology), and with the National Association of School Psychologists (NASP). The CYF chair reports to the Second-year MAL.

d. Consensual Non-Monogamy (CNM): The committee on CNM promotes awareness and inclusivity about CNM and diverse expressions of intimate relationships. These include but are not limited to: people who practice polyamory, open relationships, swinging, relationship anarchy and other types of ethical, non-monogamous relationships. This committee seeks to address the needs of people who practice consensual non-monogamy, including their intersecting marginalized identities. The goal of the committee is to generate research, create resources and advocate for the inclusion of consensual non-monogamous relationships in the following four areas: basic and applied research, education and training, psychological practice, and public interest.

e. Clinical Issues (CIS): CIS is tasked with integrating science and practice for members of Division 44. It works closely with the journal editor to provide clinical commentary on articles published in the journal, securing members to review and comment on pre-selected articles. CIS may make contributions to the Division newsletter.

f. Communications: The role of the Communications Committee is to increase the effectiveness of the Division's communication with its members and provide the division's public face to the field of psychology. The committee maintains the division's social media accounts, manages the Division listservs, maintains the Division website, and responds to public communication through the Division email. The Communications Committee chair/co-chairs report(s) to the Second-year MAL.

g. Development and Fundraising (D&F): This committee works with the division President and EB to plan and execute fundraising campaigns to benefit the division financially. Activities of this committee can include, for example, speaking with potential or past donors, advocating with or applying to potential foundations for funding, and overseeing general division fundraising campaigns consistent with the rules outlined by

APA Division Services Office. The Fundraising Dinner Coordinator is a member of this committee, as well as other volunteers from among the EC. The D&F chair also serves as the division's liaison to NMCS to meet the biannual fundraising goals of the NMCS Legacy Fund, which is held and managed by the American Psychological Foundation (APF). The liaison to the NMCS Legacy Fund by each of the four divisions involved in NMCS is known as the "NMCS Fund Coordinator." The D&F Committee chair reports to the Treasurer.

h. Education and Training (E&T): E&T advocates for sexual orientation, gender expression, and gender identity affirmative policies in psychological education and training. Although official statements of the APA and other professional associations make clear that diverse sexual orientation and gender diversities are not mental disorders and encourage or require members to affirm LGBTQIA+ identities, some professionals and members of the public do not agree with these positions. E&T seeks to employ an educational approach in combating regressive and repressive opinions both within the profession and the general public. The E&T Committee chair/co-chairs report(s) to the Second-year MAL.

1. Continuing Education Coordinator - The continuing education (CE) coordinator is a co-chair of the Education and Training Committee. The CE coordinator is responsible for reviewing and approving CE program submissions, issuing certificates for attendees of CE programs, and ensuring that the division maintains CE granting abilities. They also work closely with the organizers of the National Multicultural Conference and Summit to provide CE credit for conference sessions. The CE Coordinator reports to the E&T Chair(s).

i. International Issues: The purposes of the Committee on International Issues are to advance the division's contributions to international sexual orientation and gender diversity research and policy; to advise the division's leadership on international developments in psychology, human rights and health policy occurring globally and within the APA; to assist the division's development of an action agenda regarding international sexual orientation and gender diversity concerns; to maintain a close and productive relationship with the International Psychology Network for Lesbian, Gay, Bisexual, Transgender and Intersex Issues (IPsyNet); to provide a representative to the APA Oversight Committee monitoring the work of the APA's representatives to IPsyNet; and, to collaborate with the APA Committee on International Psychology and the APA Office on International Affairs. The Committee on International Issues chair reports to the Third-year MAL.

j. Mentoring: The Committee on Mentoring develops strategies for increasing student and early career professional (ECP) involvement in the division, to change the perception of the division as a closed group which is hard to enter, to open up the division to fresh ideas and new faces, and to keep newly active members involved so that the division continually develop leaders for future years across orientations, gender

identities, and gender expressions. The Mentoring Committee chair reports to the Third-year MAL.

k. Public Policy (PPC): This committee responds to sexual orientation, gender expression, and gender identity related issues in the larger political sphere as they arise and where resources permit. Actions of the PPC include developing policy statements for the Division; creating and tracking established sexual orientation, gender expression, and gender identity advocacy related resources; developing new resources as needed; providing materials and consultations to psychologists seeking information related to policies affecting persons of diverse sexual orientations and gender identities; and, engaging in letter-writing on a variety of matters. PPC is committed to positive social change and adheres to the best scholarly practices of the discipline. PPC also works in collaboration with APA staff, and external individuals and groups focused on sexual orientation and gender diversity. The PPC chair reports to the Third-year MAL.

l. Racial and Ethnic Diversity (CoRED): The mission of CoRED is to increase the diversity of the division by representing the concerns of sexual orientation and gender diverse communities of color and provide information on these issues to the members at large. Of particular concern to the committee is the intersection of ethnic diversity by sexual orientation, gender identity, and gender expression concerns, and supporting professionals and students personally and professionally.

m. Religion and Spirituality: The Religion and Spirituality Committee was created to encourage a confluence between sexual minority orientations and identities and religious experiences. It further attempts to create affirmation and acceptance for LGBTQIA+ individuals of faith within theologically diverse ideological traditions. Given the importance of faith and even religious tradition in the lives of many LGBTQIA+ individuals, the committee seeks to reduce theological barriers often separating sexual minorities from the sources of their beliefs.

n. Science: The Science Committee strives to encourage high quality research on sexual orientation and gender diversity. The committee aims to advance production and visibility of outstanding research by providing resources for students and both new and experienced researchers, playing a role in research-related programming and awards at the APA Annual Convention, facilitating connections among individuals who conduct sexual orientation and gender diversity research, and stimulating dialogue about issues germane to sexual orientation and transgender research, including substantive, methodological, and political issues.

o. Transgender People and Gender Diversity: The Committee for Transgender People and Gender Diversity (TPGD) explores how the psychological profession and the Division might best meet the needs of transgender and gender diverse people through advocacy, scientific research, and professional training and education. It sponsors the annual Transgender Research Award to further the advancement of research on issues

of relevance to transgender and gender diverse people. The TPGD chair reports to the Second-year MAL.

3. Task Forces are created on an “as needed” basis, and are time limited groups. Task forces are required to provide reports at MWM and division meetings at the APA Annual Convention. At the end of a three-year term, a task force can either dissolve or submit a proposal to become a committee. A task force desiring a short-term extension to finish a project or goal can request an extension (e.g., 6 months, 1 year). Extensions for a task force may be approved by a simple majority vote of the EB or the Presidential Trio. If recurring extensions are requested, a Special Committee proposal should be considered. All task forces report to the First-year MAL.

4. Proposing a task force or committee

a. Task force proposals can be submitted by any member of Division 44 or professionals who are eligible to join Division 44, including students. Individuals interested in initiating a task force will provide the Presidential Trio a proposal that includes: (a) name of proposed Task Force, (b) rationale for becoming a task force, (c) goals and objectives of the task force, (d) proposed outcome(s) of the task force, and (e) proposed co-chairs (if known). A simple majority vote of the EB is needed to approve a task force proposal. When a new task force is formed, the first and second-year MALs are responsible for sharing the Division 44 policies and procedures and helping orient task force co-chairs to the Division.

b. Proposals for a new committee may be submitted to the Presidential Trio by any member of the Division 44 EB. Proposals must include: (a) name of proposed Special Committee, (b) rationale for the creation of the Special Committee, (c) goals and objectives of the committee, and (d) proposed co-chairs (if known).

D. Reports for Board Officers/Members, Liaisons, Committees and Task Forces

Each board officer/member, liaison, committee and task force should submit at least two reports per year to the Secretary for distribution to all EB members. The suggested format and due dates are as follows:

1. One report should be submitted for the EB meeting that takes place during the APA Annual Convention. This report should contain the major results of the committee or task force for the past year (the Division year runs from August to August) and describe goals for the coming year.

2. The second report should be submitted for the EB’s MWM. This report should discuss progress made toward the goals and include any budgetary requests and justification for the coming year. Reports should be submitted to the President in advance of their respective meetings so that the President can use them to create the agenda, and can distribute reports to attendees. Reports with budget requests should also be submitted to the Treasurer in advance

of the MWM. Reports not submitted in advance should be presented at the meetings with enough copies for all EB members.

E. Finance Committee

The Treasurer chairs the Finance Committee. The Past President, President, and President-Elect shall serve as members of the Finance Committee along with the Fundraising and Development Committee Chair, the Fundraising Dinner Coordinator, and two additional members appointed by the Treasurer. Tasks of the Finance Committee shall include: (a) monitoring the status of investments, (b) communicating with APA (for example around timeliness of billing), (c) addressing accounting or other issues, and (d) considering ways to increase revenue.

F. Annual Convention Program Co-Chairs

Each year, the President and President-Elect jointly appoint one to two division program co-chairs, and one to two coordinators of informal programming who are charged with the following responsibilities:

- Coordinating the formal programming spaces assigned to the division for convention. The Program Chair will work with hotel management to complete the setup of the program spaces. Space setup may include the following on an as needed basis: (a) provide needed number of tables and chairs, (b) room configuration, (c) rental of AV equipment, (d) internet access, (e) catering, etc
- Securing the space for informal programming, organizing programming to be held in that space (committee meetings, conversation hours, etc.), and working with the Student Representative co-chairs/Community of Student Trio to staff and cater events in that space (student pizza party, suite party, etc.). This includes working with hotel management to complete the setup of the conference room. Conference room setup may include the following on an as needed basis: (a) provide needed number of tables and chairs, (b) room configuration, (c) rental of AV equipment, (d) internet access, (e) catering, etc.
- Training and mentoring the incoming committee members, securing and organizing reviewers for convention programming, as well as finalizing Division programming within the APA Annual Convention Program.
- The Program Chair shall make a good faith effort to include representation of the diverse identities within Division 44 on the final convention program. Additionally, the Program Chair serves as the representative to the Divisions of Social Justice, and the committee member serves as the alternate.
- Coordinate all official division events at convention, including the board meeting, annual board orientation, business meeting, awards ceremony and social hours.

4. The Division dedicates one hour each from its allocated program hours to the BIC, Committee for TPGD and CoRED, so long as the proposed programming for each hour meets minimum established standards.

5. If for any reason the Informal Program Chair is unable to successively serve as Program Chair, the President appoints a replacement Program Chair, who then serves for that President's convention.

G. Social Hour

The EB hosts a social hour for Division 44 members and representatives of allied organizations at the APA Annual Convention.

H. Divisions for Social Justice

The Divisions for Social Justice include a number of APA Divisions (18, 44, 45, 51) that share a commitment to social justice and that work collaboratively to pursue initiatives and activities to advance social justice within and outside the APA. Per procedures of the Divisions for Social Justice, the representative ordinarily serves a two-year term; the alternate may succeed the representative. For Division 44, the Program Chair is appointed as the representative, and the Informal Program Coordinator as the alternate.

I. Outreach Coordinator

The Outreach Coordinator is an appointed position, which has the following responsibilities:

1. Maintain and update a database of contacts external to Division 44 representing governmental agencies, advocacy groups, professional organizations, individual benefactors, and corporations which share common goals with Division 44.
2. Make this database available to EB members in support of their respective roles within the Division.
3. Communicate with external contacts to facilitate the Division's fundraising, networking, advocacy, and education and training activities. Examples of past activities have included outreach to solicit attendees at the annual fundraising dinner, networking events held in conjunction with the MWM, and educational roundtables held during EB meetings.

J. National Multicultural Conference and Summit (NMCS)

The Division is a co-sponsor of the NMCS, which is held biannually. The Division's involvement is overseen by the NMCS Coordinator in collaboration with the Presidential Trio. The President appoints the NMCS Coordinator to represent the Division on the NMCS Organizing Committee. With the exception of the President at the time of the summit, the Division does not defray costs for members of the EB to attend the NMCS, although it does encourage Board members to attend. However, the President at the time of NMCS is required to attend the awards ceremonies and other major events at NMCS and, therefore, has their NMCS registration fee covered by the Division. The division's D&F chair also serves as the division's liaison to NMCS to meet the biannual fundraising goals of the NMCS Legacy Fund, which is held and managed by the APF. The liaison to the NMCS Legacy Fund by each of the four divisions involved in NMCS is known as the "NMCS Fund Coordinator."

K. Anti-Racism and Diversity Training for the Executive Board

In alternate years (not NMCS years), the Division sponsors anti-racism and/or diversity training for EB members at the MWM that corresponds with the current agenda of the Division. The theme of the diversity training program will be determined by the President. The President and the Education and Training Committee will work together to arrange CE credits for those who attend this training. To support an agenda of equity and anti-racism, the EB is committed to engage in structured opportunities outside of meetings to discuss topics of diversity, equality, and inclusion. The Division should also provide resources for people to do intrapersonal work related to privilege, diversity, equity, and inclusion (including ways of promoting self-reflection). Special attention should be put toward addressing whiteness and privilege.

L. Publications

The Division has a contractual agreement with APA Books to publish an ongoing book series with the theme of Contemporary Perspectives on Sexual Orientation and Gender Diversity. As a member benefit, Division 44 members receive advanced advertisements and reduced pricing for books in the series. The Editor of the book series is appointed by the Board. The Division also has a contractual agreement with APA Publications to publish an academic journal, *Psychology of Sexual Orientation and Gender Diversity* (PSOGD). The Journal Editor is selected by the Board and serves a 6-year term. Two years before the end of the current editor's contract (e.g., 2023 for a 2025 contract end date), the Board appoints a search committee to oversee the nominations process for the subsequent editor. The search committee should represent the breadth of the psychology of sexual orientation and gender diversity, as well as professional expertise in both research and clinical practice. In consultation with the board, the search committee drafts and distributes broadly a call for nominations. The search committee reviews candidates and presents their recommendations for a rank order to the Board for consideration.

M. Factsheets & Developing Informational Resources

Any committee or task force wishing to develop a resource (e.g., factsheet or informational brochure), must submit the Resource Review Form (available on Division 44's website). The form requests procedural information about the proposed resource, such as (a) stipulating the intended audience for the resource, given the same issue may be presented differently to different audiences; (b) identifying the vetting process, including whether scientists or anyone else with pertinent information, perspective, or insight was involved in consulting, drafting, or reviewing the factsheet; (d) specifying a sunset deadline of no more than seven to ten years. Once drafted, the resource will be submitted to the Division 44 President. The President may submit it for review to anyone else on the EC or EB, as well as to experts external to APA. The committee/task force will receive feedback. A revised draft will be submitted to the President. This process will be repeated until the resource is acceptable to the President or to those to whom the President has delegated such authority. The resource has a potential final hurdle associated with APA's Rule 100-1.4. According to the rule, "When issuing statements on public policy matters in its field, a division or its subunit should contact the Division Services Office, which will consult with APA legal counsel and executive directors, to determine if the proposed position or policy statement is in conflict with APA Bylaws, rules or policies and to determine if Rule 30-8 applies. Provided there is no such conflict, the Division Services office, in consultation

with APA legal counsel, will determine appropriate disclaimer language to accompany the position or policy statement."

N. Newsletter Deadlines

The Division newsletter is generally published three times per year: fall, winter/spring, and summer. The content of the newsletter is determined by the Newsletter Editor, although it is intended to keep Division members informed about current issues and topics within the Division and also to provide timely information on issues that affect Division members and stakeholders.

O. Listservs & the Communications Coordinator

All elected and appointed EB members (including liaisons, committee and task force chairs) are enrolled on the EB listserv called DIV44EB. All elected/voting members are additionally enrolled on the EC listserv called DIV44EC. Within a month after the end of their term on the EB, former EB members shall be removed from the EB listserv.

The main Division 44 listserv, called DIV44, is a member benefit and is only open to those who are current members or student affiliates of Division 44 (in any category of membership). Members can request to join this list with automated commands, but their membership status will be verified. Members can remove themselves from the list at any time with automated commands. The Communications Coordinator is responsible for verifying requests to join and maintains the list. All members of the Division 44 listserv are expected to abide by APA policies for the use of the listserv. Listserv privileges can be revoked or suspended by the Communications Coordinator for violations of listserv policies, posts to the listserv that are deemed harassing or that restrict the free flow of ideas and dialogue, or for excessive postings. The EB has also empowered the Communications Coordinator to develop guidelines for effective list management in consultation with the EB. The Communications Coordinator will post these guidelines to the list when changes are made, and provide new list members with current list guidelines. The Communications Coordinator will consult with the EC before changing the status of a listserv member.

The Division maintains an Announce-Only listserv on which all Division Members are automatically registered. Entries to the Announce-Only listserv are routed to the Communications Coordinator for review and approval. Announce-Only listserv postings are reserved for alerting the membership to official business and activities of the Division. The Division also maintains a Student Listserv that is moderated by the Communications Coordinator and the Student Representatives/Community of Students Co-chairs. Student affiliates are automatically registered for this listserv. It is Division 44 policy that any listserv associated with Division 44 must be approved by Division 44 and be managed by APA. There exists at any given time listservs that are specific to various committees, task Forces or to students. Only announcements generated by Executive Board members can be sent on the Announce-Only listserv.

The Communications Coordinator is responsible for maintaining this list by adding and removing people.

P. Social Media

The Division Facebook page can be found at www.facebook.com/Div44. The Division Bluesky handle is @APADivision44. The Division Instagram handle is @APADivision44. The Division social media accounts are managed by a Communications Coordinator, who adds and removes access as needed. The Presidential Trio, Student Representatives, Communications Coordinator, and Coordinator for Informal Programming all have administrative privileges on these social media outlets, along with others, as designated by the President. Social media postings include information about Division 44 events and activities, abstracts and links to recent publications of relevance to Division 44's mission, and news articles from reputable sources on topics of relevance to Division 44's mission. The students also have a public Facebook page at <https://www.facebook.com/Div44Students/> and a private Facebook page at <https://www.facebook.com/groups/587331534997421>

Q. Criteria for Fellow Status

To be elected a Fellow of Division 44, a person must show "unusual and outstanding" contributions in the psychology of sexual orientation and gender diversity. In many cases, these contributions will be made through scholarship. In some cases, however, an individual might make outstanding contributions in other ways: through an application of psychological research to professional practice; through the application of research results to the resolution of social issues; through major contributions to Division 44 as an organization; or through the dissemination of relevant research information (including teaching in academic settings, professional conferences and workshops, and other public forums). For members who are not currently Fellows of APA, applications for Fellow status within Division 44 are submitted through APA, reviewed by the Division 44 Fellows Committee, and then, if approved, sent onward for review and approval by the APA Fellows Committee and the APA Council of Representatives.

Applications for fellow status in Division 44 may also be made by APA members who are already fellows of one or more other APA divisions. The traditional conventions for referring to these fellows are "current" or "old" fellows. The process for applying for this status entails submitting a statement of interest and a current CV to the chair of the Division 44 Fellows Committee. The statement of interest should emphasize the relevance of the applicant's contributions to the mission of Division 44. The applicant also has the option to submit a letter from another APA fellow supporting the application. Decisions on current fellow applications are made by the Division 44 Fellows Committee and require no further action by other APA bodies.

R. Comprehensive Information about APA and Division 44

Comprehensive background information about the Division and APA can be accessed online. The address for APA is www.apa.org and for APA's Division 44 website it is www.apa.org/about/division/div44.html. The APA website contains copies of the various Amicus Briefs filed by APA relevant to sexual orientation and gender diversity issues as well as related policy statements and resolutions, including the Guidelines for Psychological Practice with Sexual Minority Persons and Guidelines for Psychological Practice with Transgender and Gender Nonconforming People. Division 44 also maintains its own website at

<http://www.apadivisions.org/division-44>. This site dynamically reflects updated information about the Division.

S. Division endorsement of candidates for APA President

1. Candidates for APA President seeking endorsement from Division 44 must submit to the Division president a written statement requesting endorsement. The written statement requesting endorsement shall include: (a) Why they are seeking the endorsement of Division 44; (b) Evidence a record of commitment to advancing LGBTQIA+ people and communities in psychological education and training, in research, in practice, and/or in the public interest; and (c) An explicit statement of commitment to advance LGBTQIA+ people and communities through psychology during their presidential term.
2. The presidential trio shall meet as a group to review, evaluate, and discuss the candidates for endorsement. The APA Council representatives shall, as a group, engage in the same process. The presidential trio and council representatives shall then consult with one another to reach consensus regarding the candidate or candidates they wish to endorse, as well as rankings of candidates, if any.
3. The presidential trio and council representatives shall present their recommendations to the EB.
4. The Division's EB, with the advice and recommendations of the presidential trio and council representatives, shall determine to endorse or not endorse a candidate(s), or to rank order or not rank order candidates.
5. At least two weeks prior to when voting opens, the Division's EB shall make its endorsements public through the listserv, the newsletter, the website, and any other venues it deems appropriate. All written statements submitted by candidates for endorsement shall be published along with the endorsement(s).
6. At its discretion, the Division's EB shall employ multiple strategies and venues to publicize its endorsement(s).
7. This policy in no way requires that the Division endorse a candidate for any given year. Endorsement of a candidate by the Division in no way obligates members of the EB or members of the Division to vote in any particular way.

T. Reimbursement for Funded Expenses

1. The Treasurer processes and monitors a variety of financial transactions, including (1) receipts of various types such as fundraiser income and royalties and (2) disbursements for travel, awards, and other Division-related expenditures. The Treasurer must have a solid understanding of the Division's financial health based on up-to-date financial records.

2. The Division's largest receipts and expenditures during the year are associated with meetings and awards. The Treasurer shall process reimbursement claims upon receipt of the various forms of required documentation required (e.g., travel expense forms, Form W-9, travel receipts, etc.).

3. All persons entitled to reimbursements (for travel or other expenses) or to disbursements for awards may submit claims upon expenses being incurred. All receipts and other appropriate documentation must be submitted to the Treasurer within 60 calendar days of the conclusion of the meeting, event, or award ceremony. This means that all documentation must be provided and must be received by the Treasurer within 60 calendar days. The Treasurer will announce the due date for each meeting or award. For instance, if the conclusion of the meetings is August 1, the final date for receipt of reimbursement requests for that event is October 1st.

4. The Treasurer or President can make exceptions to the 60-day requirement for illness or other extraordinary circumstances. However, under all other circumstances, the 60-calendar day window is firm. After 60 days, the Treasurer will not be expected to receive, process, or request payment for a reimbursement or disbursement request.

5. Committee chairs/co-chairs in charge of selecting award winners are responsible for making sure their winners receive the required documentation for their awards (such as Form W-9) and underscore the necessity of having all documentation to the Treasurer no later than the announced due date.

6. The Division's reimbursement policy shall mirror that of APA and applies only to pre-approved division-related travel.

U. Selection of Contracted Venues and Vendors

In contracting with venues and vendors for various services, the Division seeks to be attentive to the potential impact on Division members and participants of holding events in particular venues, engaging in certain activities, or working with specific entities. In order to ensure sufficiently broad input into the selection of venues and vendors with which the Division enters into contractual arrangements, options for venues and vendors being considered for possible contract shall be presented to the EB for input that might help to determine the best choice for the Division, with attention paid to the interests of the widest range of constituencies within the Division. Comments and feedback with regard to various venues and vendors shall then be taken into account in the decision-making process for ultimate selection before contracts are signed.

V. Public Policy Engagement and Rapid Response Policy (RRP) of the Public Policy Committee

Guidelines for Public Policy Responses

This section provides guidance for Division 44's involvement in federal level public policy and advocacy in consultation with APA.

Working through its Public Policy Committee (PPC), the Division seeks to respond to sexual orientation, gender expression, and gender diversity public policy issues in the larger political environment when they arise, and where the PPC has the resources and expertise to do so. The PPC is charged with expanding our partnership with relevant APA offices to strengthen the reach and impact of the Division's engagement in federal, state, and local government advocacy. The RRP applies to federal advocacy directed at the Legislative (Congress) and Executive Branches. Separate guidance for advocacy directed toward the Judicial Branch and state, territorial, and local governments may follow different guidelines.

Collaboration with APA

In conjunction with notifying APA's Division Services Office (DSO), the PPC will notify APA government relations staff of any pending action to ensure they are informed of the Division's advocacy efforts., APA government relations staff will subsequently facilitate communication with other APA staff and offices, as necessary. The PPC will provide APA staff with a minimum of 24-hours' notice, and APA staff will work within the time constraints as explained by PPC. In some situations, APA and Division 44 may collaborate (e.g., jointly signing a public statement). In other situations, it may be more effective for efforts to be separate yet complementary (e.g., a call to action to members of APA's Federal Action Network combined with a Division 44 letter to an elected official. Members of the PPC and APA will work collaboratively to create the most effective strategy on a case-by-case basis. However, Division 44 may act independently of APA under certain circumstances. All Divisional positions or policy statements will include a disclaimer developed by the APA's Division Services Office and Office of General Counsel.

PPC Principles

The PPC seeks consensus in determining public policy issues Division 44 addresses and developing policy positions the Division 44 takes. The Division 's responses reflect the best traditions both of a commitment to positive social change and adherence to the best scholarly practices of the discipline. The PPC will consult with the APA's government relations staff when considering whether to act on a public policy issue. The PPC will also seek advice on the most strategic actions Division 44 might take. The PPC recognizes the importance of coordinating its public policy activities with APA and adhering to APA bylaws, rules, policies and procedures. All Divisional positions or policy statements will comply with APA Association Rule 100-1.4.

Issues

The Division may respond in situations where public policies affect the health, well-being, or civil rights of marginalized sexual and gender minority communities or persons. Given the many opportunities for responses, and the limited resources available, the PPC will consider APA's decision-making criteria to decide whether to act on a federal public policy issue:

- Is the action consistent with APA's mission & strategic plan?
- Does psychology possess recognized expertise on the issue?
- Can psychology provide a unique and important contribution?
- Would the action have the support of APA governance and membership?
- Does the topic of the advocacy have a reasonable prospect of success?
- Does the Division have sufficient resources to contribute to the action?

Other factors to consider:

- Is there current APA policy that speaks to the issue? If so, what does it say and not say, and how does that inform what the PPC might be able to do?
- Is this a reactive or proactive action? If reactive, can PPC strategically reframe the matter rather than respond to the frame to frame from which it arises, if it makes sense to do so?
- Is involvement welcomed by communities affected? Is it in sync and/or complementary with work already being done by other stakeholders?
- Is the action strategic, and if so, to what effect?
- Is there a call to action? If so, what and why, and how?
- Is the Division prepared for any follow-up that may be necessary?

Actions the Division may take:

- Provide psychological research to elected officials, agency heads, non-governmental organization advocacy organizations and policymakers.
- Issue a Divisional statement.
- Request for Division members to contact their elected officials.
- Co-organize a briefing with APA
- Coordinate in-district visits with federal elected officials

Rapid Response Procedures

The PPC is sometimes in a position where it needs to respond quickly to an emerging public policy matter. In these situations, it is slow and cumbersome to seek input and approval from the entire EB, and trying to do so may mean that the Division loses an opportunity for a timely response. For this reason, the PPC and the EB have developed the following process to allow for rapid response to such situations while still ensuring adherence to APA policies and attention to appropriate lines of decision-making. The following procedure applies to situations where conditions indicate that a rapid response from the PPC would be in order, precluding the PPC's seeking a review from the full EB.

a. If APA has an existing position or policy statement that is supportive of a PPC action, the PPC may take immediate action, taking care to attend to APA policies regarding advocacy activities, including contacting DSO (noted above). Hence, these contacts are intended simply to apprise appropriate APA staff of the action. The PPC will immediately notify the PI-GRO staff contacts to assure that all appropriate offices in the Division and in APA are aware of the action, and to ensure that the proposed action aligns with APA Strategy.

b. In those situations where APA has no existing policy that is specifically relevant to the proposed action, the PPC will contact the Division President (or a designated back-up person) and propose the action. If the President agrees with the action, the PPC will proceed as agreed. If the President does not concur, the President will solicit input from other EB members, who will be asked to respond within 24 hours. A notice of the

proposed action will also be emailed to the Office on Sexual Orientation and Gender Diversity and the Office of Government Relations, who will be invited to participate in the discussion within the time frame allotted to the EB members (i.e., 24 hours). After the 24-hour period has expired, the Division President will immediately notify the PPC of the EB decision. The preponderance of EB replies will determine the PPC action. If the action is approved by the EB, the PPC will proceed; if it is not approved, no action will be taken by the PPC.

X. Nominations Committee

1. Overview:

The Nominations Committee develops slates of candidates who are willing to run in an election for Division 44 officer positions (except Student Representative, see below). The Nominations Committee is chaired by the immediate Past President, who works with the current President in appointing other Committee members, with attention to ensuring breadth and depth of knowledge of the Division and officer positions as well as broad and diverse representation. Division 44 elections are administered by the APA, so the Nominations Chair must coordinate the committee's work with APA requirements and timelines. APA usually requests election slates by mid-February and sends out ballots in April. The Division 44 Bylaws includes the following information on the Nominations Committee:

"The Nominations Committee shall consist of the Past-President as Chairperson and two other members appointed by the President. The Nominations Committee shall nominate at least two persons for each office for which election is being held, taking care to assure broad representation in the administration of the Division. In the event that two candidates are not available, upon two-thirds (2/3) vote of the Nominations Committee, one candidate and a write-in candidate will be provided on the election ballot. The exception to this is that, per APA requirement, there must be at least two candidates for each slate for Council Representative. The Nominations Committee shall ascertain whether the nominees are qualified and willing to serve if elected. The list of nominees shall be reported to the APA Central Office for inclusion in the election ballot issued by the Association by a date specified by the Association."

2. Parity Guidelines

3. Procedures:

In fulfilling these duties, the Nominations Chair first ascertains the offices due for election and any parity stipulations for each position. For all elected positions, Division 44 seeks to implement a parity policy that increases diversity and inclusion in the Division's elected leadership positions. For those positions for which an incumbent may run for a second consecutive term (i.e., Secretary, Treasurer and Council Representative), if the incumbent decides to run for a second term, then the position remains in the gender assignment in which the incumbent originally ran for one additional term only and must then switch gender designation at the end of this second term regardless of whether the incumbent is re-elected. If

the incumbent opts not to run for a second term, the gender designation changes with the next election slate.

Next, nominees for offices are solicited through a broadly distributed Call for Nominations; an example Call for Nominations is provided below. Members of the Nominations Committee also directly solicit candidates as needed and then review the qualifications of all potential candidates. Following candidate review, the Nominations Committee recommends ballot slates to the Division 44 EB which can suggest modifications before voting to approve final slates. In reviewing and approving slates, members of the Division 44 EB take care to avoid conflicts of interest. After slates are approved, the Nominations Chair submits the ballot to APA Governance staff, and the Nominations Committee works with candidates to ensure that their election statements are submitted to APA for inclusion with the ballot. The Past President shall inform the candidates participating in the election that no divisional resources, such as the listservs, are permitted to be used in electioneering. The Past President will provide an update about the Nomination Committee's progress at each EC meeting.

4. Election Results:

After voting closes and votes are tallied, APA Governance staff informs the Nominations Chair of the election results. The Nominations Committee then informs all candidates of the results, and publicizes them to the broader Division 44 membership. Any records of candidate contacts that may be helpful for future Nominations Committees and elections are organized and sent to the Division President.

5. Nominations for Student Representative:

The Division 44 Student Representative/Community of Student co-chair positions are elected through a different process that is overseen by the Student Representatives to the EB. The Student Representatives/Community of Student co-chairs solicit and screen candidates, and then work with the President in presenting a slate of candidates (typically 2-3) to the voting members of the EB. The Student Representative is elected by the voting members of the EB.

6. Sample Call for Nominations:

Division 44 is currently seeking nominations for qualified candidates to run for three-year terms (August 20XX - August 20XX) for the following Division 44 offices:

President-Elect (female-identified or non-binary)

Treasurer (female-identified or non-binary)

Member-at-Large (female-identified or non-binary)

Self-nominations are welcome and encouraged. People nominating someone else are asked to check with the individual being nominated to be sure the person is willing to run and to serve the full three-year term.

For full consideration, please submit a current CV, as well as a brief statement of interest and background relevant to the position for which the person is being nominated. All nominations

should be received no later than 11:59 pm Pacific Time on [day], [month, date, and year]. They should be submitted via email to: [Name] Past President and Nominations Committee Chair [email]. Thank you for your commitment to Division 44.

Z. Awards Committee

1. Overview:

The Awards Committee is chaired by the President-Elect. The committee is reconstituted annually with members selected by the President-Elect, typically two, and typically from among the ranks of former Presidents and former award recipients.

2. Awards:

The specific awards given by the Division are described on the website at www.apadivisions.org/division-44/awards/index.aspx and listed below. In general, an attempt is made to give each award every year. However, in some years, there are no nominations or no clear winners. Most awards are fully administered by the Awards Committee although a number of awards are advertised, reviewed, and selected by various other Division 44 Committees. Nominees for awards must be Division 44 members, either professional or student. In the awards listing (below), those marked with an asterisk are Awards Committee awards, and the others have the overseeing committee noted in brackets. (Those marked with a + are those which, historically, have been awarded as a plaque at the division's APA Annual Convention Awards Ceremony).

- Armand Cerbone Distinguished Lifetime Contribution Award*+
 - Clarity Award*+
 - Distinguished Book Award*+
 - Distinguished Contribution to Education and Training Award*+
 - Distinguished Contribution to Ethnic Minority Issues Award*+
 - Distinguished Contribution to Public Policy Award +
 - Distinguished Professional Contribution*+
 - Distinguished Scientific Contribution*+
 - Evelyn Hooker Award for Distinguished Contribution by an Ally*+
 - Presidential Citation [selected directly by the sitting President]+
 - Transgender Research Award [Committee for Transgender People and Gender Diversity]+
-
- There are a number of student-only awards also, specifically:
 - Bisexual Foundation Scholarship Award [Bisexual Issues Committee]+
 - Committee on Bisexual Issues Student Travel Award [Bisexual Issues Committee]
 - Distinguished Student Contribution Award*+
 - Dr. Richard A. Rodriguez Division 44 Student Travel Awards [Committee on Racial and Ethnic Diversity]
 - Malyon-Smith Scholarship Research Award [Science Committee]+

- Mentoring Student Travel Award [Mentoring Committee]
- Student and Early Career Psychologist Engagement Awards [Student Representatives]

3. Timeline:

The Awards Committee's work is primarily in the Spring, as the call for nominations goes out in January. Beginning with the 2017 cycle and continuing indefinitely, all of the Division's awards are due at the end of March of each year. This change was made to alleviate confusion on the part of applicants when, previously, different awards had different deadlines.

4. Notification:

The Awards Committee Chair should send emails to the Division's listservs alerting the membership, as well as relevant non-member audiences (such as from other Divisions and other professional organizations), to the opening of the awards cycle for the year and soliciting nominations. The solicitation for nominations can go into the newsletters; be posted on the Division webpage; etc. It is helpful to advertise in multiple waves in case interested individuals missed the email(s) the first time. It is also helpful to send a note directly to the EB asking for them to nominate themselves, each other, or their non-EB colleagues.

5. Nominations Process:

The nominations process for the awards administered outside of the Awards Committee will differ. However, for all Awards Committee awards, the requirements are a letter in support of the nomination (including self-nomination) and a CV of the nominee. Book Award nominators are requested to include a copy of the book's Table of Contents, as well as copies of the book. Nominees for awards must be Division 44 members, either professional or student.

6. Documentation:

The Awards Committee Chair should keep a spreadsheet of the materials received and, if possible, maintain the submitted materials in the Division Google Drive. The Awards Committee Chair should acknowledge via email the receipt of each nomination so that the nominator knows that their nomination was officially received. The Awards Committee Chair should monitor the receipt of nominations and, if needed, engage the other Committee members to determine individuals who might be willing to nominate/be nominated.

7. Selection:

The Awards Committee has not in the past used a standardized rating sheet for each award. The procedure has been that the committee members have access to all nomination materials and review them prior to a phone/video conference meeting, during which the committee votes and selects the winners (in cases where there is not clear consensus). For some awards, in some years, there is no award given. This can result from (1) no nominations being received, despite outreach to determine eligible nominees, or (2) no nominees whom the committee finds to meet the full criteria of the award. In the past, the Clarity Award has been a collaboration between Division 44 and The National LGBTQ Task Force,, who worked together to determine a winner.

8. Coordination with other committees overseeing awards:

Beginning with the 2017 awards cycle, all of the awards had a common due date (3/30). Another aspect of harmonization across awards is the collective desire to spread the awards out to as many Division members and student affiliates as possible, i.e., if possible, not to give more than one award to a given individual in a given year. This outcome has the highest likelihood for the student awards, given that they are primarily administered by committees other than the Awards Committee. Thus, we now include an extra step in the awards review process:

- a. The Awards Committee Chair writes to the award liaison for each of the other committees that give student awards (BIC, CoRED, Science, Mentoring, Student Reps, Trans) to ask them for their tentative first-choice picks. The picks should be sent directly (without cc:) to the Chair, who can look at the list to see if there are potential duplications.
- b. If there are no duplications, the Chair alerts the liaisons and the respective committees notify their winners. If there are duplicates, the Chair reaches out to the committees giving those awards for a discussion about the potential for another applicant to be selected to receive the award.

9. Announcement:

Once the award winners are selected, the Awards Committee chair writes to every winner alerting them that they have won and asking about their possible attendance at the division's Awards Ceremony at APA Annual Convention. The Chair should also write to the nominator for each of the unsuccessful candidates and alert them that their nominee was not selected and offer to hold the nomination for the next year's Awards Committee to review. (It can be helpful to ask the winners not to publicly announce their win for a few days or a week, so that all of the nominees can learn about their win/loss directly from the Chair and not indirectly through a friend/colleague's social media.) Once the final slate of award recipients has been determined, the Chair should announce the winners on the Division listserv. After that announcement, the award winners should be listed in a future Division newsletter.

10. Plaques:

The awards for which the recipients typically receive a plaque at the Division's Awards Ceremony are marked, above in #2, with a + symbol. In addition, awards designating new and current fellow status in Division 44 are acknowledged with a plaque. Other awards are commemorated by a printed certificate. The plaques can be ordered through a vendor connected to APA or an outside vendor. For some years, A&R Engravers (<https://www.aandrengravers.com/>), located in Asheville, NC, who does high-quality work and is much less expensive than the APA option, has served as our engraver. We have a PowerPoint slide set-up with the names of the various awards and the names and signatures of the sitting President and the President-Elect/Awards Committee Chair that can be edited with new names for each new cycle's recipients. Ordering from the non-APA option carries with it the extra step of bringing the (heavy) plaques to convention for distribution at the Awards Ceremony.

11. Awards Ceremony:

The Awards Committee Chair (President-Elect) is the emcee of the ceremony and coordinates the details ahead of time with all relevant parties. Typically held on the Saturday afternoon of the APA Annual Convention, the Awards Ceremony pre-work includes (a) determining who will be present or absent, (b) making the program booklet, and (c) determining what information will be shared about each award winner when they receive their award. It is important to know who will be in attendance so that we can plan to have their plaque or certificate on-site, and announce their award to the room. For winners who are not able to attend, we can mail the plaque to them and announce their award in absentia. For the program booklet, we have a Word template available from prior years that can be updated to each new cycle's recipients. The Chair must print the program booklets and bring them to convention. A designated photographer takes a picture of each award winner holding their plaque or certificate.

AA. Historian

The Historian is appointed by the President. This person works with the Secretary to ensure that relevant documents are sent in paper copies to the Division Archives at Cornell University (<https://rare.library.cornell.edu/cornell-university-archives/>). Since the previous archival source, the printed Newsletter, is no longer providing a paper archive, additional materials beyond minutes and relevant documents of the EB and the EC sent by the Secretary (as described above) need to be archived. These include:

1. Presidential Addresses
2. Division Award Winners
3. Nominated candidates for Division offices and election statements, if any
4. Important decisions, including ballot questions and related pro/con statements
5. Annual Convention program
6. Annual Divisional suite program

The Historian also responds to queries regarding the history of the Division and serves as liaison with other APA archival resources.