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| **Position** | President |
| **Eligibility** | The President needs to be a SoAP member or Fellow of SoAP.  |
| **Duties** |  |
|  **President-Elect** | 1. Appoint the Program Committee Chair for the year of his or her presidency
2. Keep abreast of Division business, and confer and communicate with the current President
3. Collaborate with the other officers as designated by the President to support division activities
4. Attend and vote as needed at meetings
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|  **President** | 1. Represent the Division and its membership
2. Oversee the operations of the Division and ensure the annual report is submitted to APA by mid-January
3. Chair the Division Board and membership meetings, as well as ceremonies of the Division at all meetings
4. Develop the agenda for the meetings
5. Confer and communicate with the Board on all business matters relating to the Division
6. Appoint Committee, Liaison, Ad Hoc Committee, Task Force Chairs;
7. Serve as an ex officio member of all committees
8. Attend and vote as needed at meetings.
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|  **Past-President** | 1. Serve as one chair of the Education and Training Committee
2. Collaborate with the other officers as designated by the President to support division activities
3. Attend and vote as needed at meetings.
4. Complete SoAP/Division annual report for the year serving as President.
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| **Term** | The term of office is three years in total: first year as President-Elect, second year as President; and the final year as Past-President. The term of the presidency officially commences at the conclusion of the annual meeting at the APA Convention after his or her year as President-Elect and terminates at the conclusion of the annual meeting the following year.  |

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| **Position** | Secretary |
| **Eligibility** | Member or Fellow of SoAP |
| **Duties** | 1. Verify the accuracy of the minutes and record their approval
2. Maintain files of all minutes of the executive and membership Division meetings and prepare them for archiving
3. Issue calls and notices of meetings
4. Collaborate with the other officers as designated by the President to support division activities
5. Attend and vote as needed at meetings
 |
| **Term** | The term of office of the Secretary is three years. The term of the Secretary officially commences at the conclusion of the annual meeting at the APA Convention in the year he or she was elected and terminates at the conclusion of the annual at the end of the third and final year of the term of office.  |

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| **Position** | Treasurer |
| **Eligibility** | Member or Fellow of SoAP |
| **Duties** | 1. Maintain and verify all fiscal reports, bank statements and annual reports of the Division and certify that the incoming and outgoing expenses are within the budget and guidelines as directed by the Board
2. Process payment of bills and receipt of income and verify all incoming and outgoing expenses
3. Provide a budget report at each of the Board meetings or as requested
4. Provide an annual fiscal status report to the membership at the APA Convention and in the Divisional newsletter
5. Collaborate with the convention chair and other officers as designated by the President to support division activities;
6. Attend and vote as needed at meetings.
 |
| **Term** | The term of office of the Treasurer is three years. The term of the Treasurer officially commences at the conclusion of the annual meeting at the APA Convention in the year in which he or she was elected and terminates at the conclusion of the annual meeting at the end of the third and final year of the term of office.  |

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| **Position** | Council Representative(s) |
| **Eligibility** | Member or Fellow of SoAP |
| **Duties** | 1. Represent the membership of SoAP at the APA Council of Representatives
2. Inform the Board and the Membership of Council's activities
3. Serve as a member of a Committee
4. Collaborate with the other officers as designated by the President to support division activities
5. Attend and vote as needed at meetings
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| **Term** | The term of office of the Council Representative is three years. The term of office of the Council Representative officially commences at the conclusion of the APA Council of Representative Meeting at the end of the calendar year in which he or she was elected and terminates at the conclusion of the APA Council Meeting at the end of the third and final year calendar year of the term of office.  |

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| **Position** | Member at Large |
| **Eligibility** | SoAP member or Fellow  |
| **Duties** | 1. Serve as liaison by connecting at least monthly with their respective APA Directorates: Practice, Science, or Public Interest and report updates monthly to the SoAP Board during Board calls or via email
2. Represent their member constituency and focus area (i.e., science, practice, public interest) during the Division's Board calls/meetings
3. Attend and vote as needed on Board calls/meetings
4. Collaborate with other Division officers as designated by the President to support division activities
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| **Term** | Terms for Members-at-Large (MAL; *Practice, Science, Public Interest*) are for 3 years. The fourth Member-at-Large (*Early Career Psychologist)* shall serve a two-year term MALs are in rotation so that different MALs rotate on and off the board in different years. Terms for MALs commence at the conclusion of the annual Division meeting at the APA Convention in the year they are elected and terminate at the conclusion of the Division meeting at the end of the third and final year of the term of office.  |

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| **Position**  | Student Representative to the SoAP Executive Board (2 positions, voting member in second year of service) |
| **Eligibility** | SoAP student member, must be currently enrolled in a doctorate program |
| **Duties** | 1. Participate in monthly conference call with the SoAP executive board
2. Collaborate with SoAP president and executive board members to initiate projects intended to benefit student members and division involvement
3. Assist and guide the student social committee in planning student events for SoAP-relevant conferences
4. Assist various sub-committees with any and all endeavors aimed at benefiting the student members
5. Update students via SoAP listservs with information concerning conferences, opportunities for travel and scientific awards, etc.
6. Provide miscellaneous assistance to the executive board dependent upon current initiatives
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| **Length of Term** |  2 years |