**SRP President’s Manual\***

The election takes place prior to the Annual Meeting at which you will become President-Elect (presumably sometime early in the summer).

***President-Elect Responsibilities***

Shortly after being elected, identify a Program Chair for the meeting when you will be President (i.e., 2 years after being elected). At the Annual Meeting begin recruiting Program Committee members. Start making plans for “your” Annual Meeting as soon as possible, particularly the selection of keynote speakers, because the best speakers are usually very busy, and the earlier they can be recruited, the better.

Attend the Executive Committee meeting on Thursday (first meeting after being elected) as an observer (i.e., without voting privileges). Officially take over as President-Elect on Sunday.

After the Exec Board meeting on Sunday, meet with the Past-President and President to select next year’s Zubin Award winner. The tradition is that the Past-President takes the lead, suggests potential awardees and making the final choice, with input from the other two.

Support the President through the year. Watch, listen, and learn.

*Tasks to complete at the Annual Meeting during which you take over as President (on Sunday):*

Identify Chairpersons of three committees for the next year’s Annual Meeting: Smadar Levin Award Committee, Early Career Award Committee, and John Neale Mentorship Award Committee. In each case, ask the out-going Chair to stay on as a member to provide continuity. Ask the new Chair to identify the other committee member(s), which then officially need to be approved by the Board.

It is best if the committees represent a diverse cross-section of SRP members’ research areas (e.g., personality, mood, schizophrenia), research techniques (e.g., social, behavioral, biological), gender/ethnicity, and also faculty levels (i.e., more junior vs. more senior), so be mindful of this when selecting the Chairs and ask the Chairs to be mindful of this when selecting additional members as well.

***President’s Responsibilities***

Chair the Executive Board meeting on Sunday. The current (out-going) President will provide you with a draft from which to build the agenda.

After the Exec Board meeting on Sunday, meet with the Past President and President-Elect to select next year’s Zubin Award winner. The tradition is that the Past-President takes the lead on this, suggests potential awardees and making the final choice, with input from the other two. Although this is your decision to make, there has been some discussion historically about honoring our own members when appropriate.

*Tasks for the 2nd year (leading up to meeting at which you preside as the President):*

Coordinate occasional e-mail or phone conferences with the other officers or Exec Board as appropriate regarding issues that arise during the year.

Keep an eye on SRP web site maintenance; manage issues as needed.

Consider looking for funds to support the annual meeting (previous presidents have received funds from their own universities, publishing companies that produce textbooks, and pharmaceutical companies). The local host may do some of this as well. *NOTE: Former fundraising committee disbanded due to lack of success in 2013.*

Consult with the Program Chair throughout the year (President is an ad hoc member of the committee). Help generate ideas for keynote speakers the committee could consider.

Check in with local hosts for the upcoming meeting several times; check in with those for future years once or twice to see if things are progressing.

Keep an eye open for the death of prominent members during the past year. The Exec board approved “naming” one of the year’s invited speaker positions in honor of the deceased. This would be an item for discussion prior to the meeting where you preside as President (over email or conference call). In 2016, neither of the invited speakers were a good fit for this label, and we also reviewed the planned symposium. In place of this approach, we honored Irv Gottesman at the awards ceremony.

A few weeks before the Annual Meeting, solicit brief reports from the Secretary and Treasurer (including Investments), Program Chair, Local Host, each of the Committee Chairs (Membership, the 3 Awards, Publications, Website, and any new or ad hoc committees created that year. Ask each person to be present at the first Exec Board meeting, if possible, to make a brief presentation. Provide the reports to the Secretary for inclusion in the Minutes.

Prepare the agenda for the first Executive Board meeting at the Annual Meeting. If possible, send it out to Board Members a few days in advance for feedback and revise accordingly. Send the roster of attendees to the local host, as they will be coordinating food for the event.

Prepare a draft agenda for the second Executive Board meeting and provide it to the incoming President, in advance of the meeting.

Prepare agenda for the member business meeting and ask that Award committee chairs, Membership committee chair, Secretary, Treasurer be on hand to present a report. The local host and Program Chair will also present. The local host for the following year’s meeting will also present briefly about the meeting/site for next year’s meeting.

Ask that the Award Committee chairs also present the awards at the Award Ceremony (see sample below). Prepare the agenda for this ceremony and a powerpoint presentation if desired. Arrange for the secretary to take photos at the Award Ceremony. Work with the local host and Program Chair to schedule the Award Ceremony and Reception (end of the day on Saturday). It is helpful to include music, some type of contest, light snacks, and open bar (wine, beer) if affordable. In 2016, we asked one of Irv Gottesman’s former students to speak about his contributions as a memorial for a couple minutes; that was well-received.

Responsibilities at the Annual Meeting:

Distribute the agenda in advance and Chair the Executive Board meeting on Thursday evening.

Attend poster session on Thursday night and confer with Smadar Levin Committee as needed.

Provide Opening Remarks at the first Friday-morning session (welcome everyone, thank everyone possible, including local host, program chair, award committee chairs, and so on).

For the Awards Ceremony and Reception (this tradition began in 2014 at the Evanston meeting), introduce people who will present awards (Committee Chairs for Smadar Levin, Early Career, and John Neale Mentorship Awards, and Past-President for Zubin Award). At the reception, continue to serve as emcee. \* You should present the president’s awards, by noting the name of the awardee, their advisor and school, and the name of their poster; ask those awardees to be ready to come forward for their picture; tell the audience that the posters will be available for viewing on Sunday (check this with the program person to be certain). Ask committee chairs to say a bit about each award as well as the winner at the ceremony, and p**articularly to note who Zubin and Smadar Levin** were.

Attend board meeting on Sunday (but you’re not in charge any more! :-)

Stay for student posters after the board meeting on Sunday.

Consider sending thank you’s to the people that had a lot to do during the year you were president.

Past-President Responsibilities

At the Annual Meeting during which you become Past President, select the Zubin Awardee with the advice of the President and President-Elect.

Notify the Zubin Award winner, inform him/her of what s/he receives (see the Zubin Award Guidelines).

As for logistics, (1) ask the Zubin Awardee to make his/her own travel arrangements and submit receipts to the Treasurer for reimbursement; (2) SRP takes care of the dues, registration, so when registration opens in the Spring, remind the Zubin Awardee that s/he does not need to pay dues, or register for the conference. (3) Remind the President, Secretary, Treasurer and Local Host of this information as well.)

Notify the Secretary of the Zubin Award winner, and a month or two before the meeting, check with him/her before the meeting to make sure the plaque has been ordered. Note that the Secretary also orders plaques for Early Career, and John Neale Mentorship awards. The plaque’s standard format is:

Society for Research in Psychopathology

Award Name

Winner Name

Year

Provide support to the President and the Exec Board throughout the year.

Get the plaque from the Secretary, introduce winner of Zubin Award for that person’s address to the meeting, and present the plaque at the address or awards ceremony.

*Past-Past President’s Responsibilities (thought you were finished, didn’t you, ha! ☺ )*

Chair the Nominations Committee for election of officers and board members: Recruit two other members for the committee. Via the Members’ listserv, receive nominations from the members as well as generate names as a committee. From the pool of resulting nominees, including those nominated by the committee, decide on the slates to put forward for the Society’s final election. Be sure to do this early enough that those elected will NOT yet have made their travel arrangements, so they can make arrangements that will allow them to attend the Thursday Exec Board meeting.

\*First Edition, 2010;

Revised 3-4-12, 10-3-12, & 1-14-13, LeeAnna Clark

Revised September 2014, Ann Kring

Revised October 2016, Sheri Johnson

Appendix A.

Awards Ceremony Agenda from 2016 as an example

[See notes below]

David Miklowitz presents the Joseph Zubin Award to Steven Hollon

Elizabeth Hayden presents the Early Career Award to Vijay Mittal

Dan Klein and Jason Schiffman present the John Neale Mentorship Award to Elaine Walker

Sheri Johnson presents the SRP President’s Awards

* Ivan Ruiz
* Alexandra Moussa-Tooks
* Belel Ait Oumeziane

Diego Pizzagalli presents the names, poster titles, and mentors for each of the Smadar Levin award and travel awards

Keith Neuchterlein will provide comment on Irv Gottesman’s passing.

Sheri Johnson will pass the baton to Steve Silverstein.

Notes.

Committee chairs should make sure they have the plaque [or certificate] and are prepared to give this to the candidate, and to give the secretary enough time to take a photo while doing so. Committee chairs should also reach out to the awardees to ask them to attend and to tell them about the process.

The Zubin and Early Career award winners have typically made just brief statements of thanks.

The Zubin and early career award committee chairs will have already given an introduction; the introduction at the awards ceremony can be a briefer [2 minutes or less] version of the one they already provided.

The Smadar Levin, travel award, and President’s award winners should be told by those committee chairs to sit in a front row- they will be asked to stand for a picture, but need not give a speech.

The secretary will take pictures of each awardee.