**SRP Secretary Manual**

**General Functions:**

* People will send you think to post to the listserv for jobs and such. You should do so. Consult the board if someone asks you to post something. Generally do not post self-serving items or those that involve recruiting research participants. Do post conferences that will appeal to membership.
* Your name and email should be put in the field for questions and problems on the website.
* Be a general resource for where to find different items. Some tips here: download minutes into a directory, and then you can search those. Refer people to handbooks for their roles early and often.
* When discussion is happening among the exec board, be familiar with what requires a bylaws revision and what requires a vote of the exec board. Remind the group of those procedures. Try to summarize the email discussions that involve a vote.
* You should make minor updates to maintain info on the website.
* One way to keep track of all the following is to add reminders to your calendar for each month.
* You should be given access to modify the website, and the membership list.

SRP WEBSITE ADMINISTRATION

[http://www.psychopathology.org/admin/](http://www.psychopathology.org/srpadmin/)

User = srp   
Pass = srp123

Login is srp

Password is srp123

This is a helpful page describing how to make edits:

<http://www.psychopathology.org/category/handbooks/>

Login at

<http://www.psychopathology.org/admin>

* You should become the moderator of the mailing list. This means that when someone posts to the listserv, you may be asked to approve the post if they are not on the list. You will get an email and you can simply click on the link. You can decide whether to allow them for just one time, or to approve them for all future posts.

Your mailing list password is: srp123

Shaun will need to make you the mailman owner

You need this password to configure your mailing list.  You also need it to handle administrative requests, such as approving mail if you choose to run a moderated list.

You can configure your mailing list at the following web page:

<http://srp.psychopathology.org/mailman/admin/srp-list>

http://www.psychopathology.org/mailman/admin/srp-exec-board-list

The web page for users of your mailing list is:

<http://srp.psychopathology.org/mailman/listinfo/srp-list>

http://www.psychopathology.org/mailman/listinfo/srp-exec-board-list

There is also an email-based interface for users (not administrators) of your list; you can get info about using it by sending a message with just the word `help' as subject or in the body, to:

[srp-list-request@srp.psychopathology.org](mailto:srp-list-request@srp.psychopathology.org)

[srp-exec-board-list-request@srp.psychopathology.org](mailto:srp-exec-board-list-request@srp.psychopathology.org)

To unsubscribe a user: from the mailing list 'listinfo' web page, click on or enter the user's email address as if you were that user. Where that user would put in their password to unsubscribe, put in your admin password. You can also use your password to change member's options, including digestification, delivery disabling, etc.

Please address all questions to [mailman-owner@srp.psychopathology.org](mailto:mailman-owner@srp.psychopathology.org).

To add people to exec board list (when officers change)

http://www.psychopathology.org/mailman/admin/srp-exec-board-list   
  
with the same password as the other site.  Then click on the left   
where it says "Membership Management".  Then click on the left where   
it says "Mass Subscription".  Enter his address in the box and click   
submit at the bottom and he will be added.

HANDBOOK WEBSITE

<http://www.psychopathology.org/category/handbooks/>

Username = handbooks   
Password = handbooks

**Monthly Duties:**

January

* The John Neale Mentor Award Applicants are due on Jan 15th.
* Post a reminder to the listserv the first or second week of January for early career award. Make sure that it states that only full members can apply.
* Organize the applicants, review that they are all full members (not associate members) and send them to the chairs of the Early Career
* Let members know that the conference submissions are due April 1

February

* The Early Career Award is due Feb 15th.

Send applicant packages to the chairs of the committee

* Annual Meeting
  + Check with the Program Chair to see if they have call for abstracts ready
  + Before the call goes out, check with the local host to see what the CEU guidelines will be ; in coordination with the web person and the program chair, make sure that any required CVs and conflict of interest statements are requested as part of the call for abstracts; note this as a new guideline in the call for abstracts.
  + The call for Smadar Levin applications should note that 5 runner-ups to the Smadar Levin will be given $300 travel awards. Make sure that student applicants know they can apply to be associate members
  + Send out call for abstracts no later than May, if you have a June Deadline, or Feb for April deadline (last 2 years were April)

March

* Mar 1, 15 and 22, 27: Remind members that the submissions are due April 1st

April

* The program chair manages this: conference submissions are due April 1st; portal stays open until Apr 3
* Elections
  + Prompt the *past-past president* to organize the Nomination Committee for officer elections.
  + The Executive Board shall direct a Nominations Committee to determine a slate of candidates for officers and members of the Executive Board taking into consideration nominations received from the membership. The Nominations Committee will be chaired by the Past Past-President and will include two additional members of the Society who are not members of the Executive Board who will be selected by the current President in consultation with the Nominations Committee Chair.
  + Remind the past past president that they are in charge of the nomination committee and can pick two people to be on it.
  + Each year we must elect a new president and two members of the Executive Board. The term of service for secretary and treasurer will be three years.
  + You should post a call for nominations to the listserve, and ask members to email nominations to the Past Past-President.
  + For Treasurer, the last election was held in:
    - Bill Horan started in 2011
    - Elect new member in 2013, they follow the other and assume responsibility in 2014
  + For Secretary, the next election would be:
    - Sheri Johnson started in 2011
    - Elect in 2013 for starting in 2014
  + Here is the relevant wording: *“The terms of office for Secretary and for Treasurer will be three years. Elections for these two offices will be held* one year in advance so that there will be a Secretary-elect and a Treasurer-elect.”
* -Check to make sure that the nominated people were members in good standing (it has happened that a number had not paid their dues in years!)
* -Set up an election survey in survey monkey

May

* Elections
  + Do a reminder email to the membership about nominations for officers
  + Check with the Nominating Committee to make sure that they have selected individuals and made sure the individuals were willing to serve.
  + Set up a survey monkey voting “survey”
  + Email voting options to Full Members (get list from Shaun, unless we have fixed the website)
* Annual Meeting
  + Send a reminder about abstract submissions
  + Prompt the local host to put together information about hotels and registration
  + Post information to List serve
  + Remind Local host to put the information on the list serve
* Update the registration and dues website. In 2013, it was recommended that we charge slightly more to full members (but not associate members) onsite, to facilitate easier planning for the local hosts.

<http://www.psychopathology.org/srpadmin.cgi?status=EditRegistration>

* and complete the requisite information.  This includes the following. Note that you are best off ending the dates at 11:59 pm, or people will get upset if they get shut out on the day of:
* Early Bird Registration End Date [YYYY-MM-DD]:
* Online Registration End Date [YYYY-MM-DD]:
* Early Bird Registration Fee (Full Members):
* Early Bird Registration Fee (Associate Members):
* Early Bird Registration Fee (Nonmember Professionals):
* Early Bird Registration Fee (Students and Post-Docs):
* Early Bird Registration Fee (One-Day Local Professional):
* Regular Registration Fee (Full Members):
* Regular Registration Fee (Associate Members):
* Regular Registration Fee (Nonmember Professionals):
* Regular Registration Fee (Students and Post-Docs):
* Regular Registration Fee (One-Day Local Professional):
* On Site Registration Fee (Full Members):
* On Site Registration Fee (Associate Members):
* On Site Registration Fee (Nonmember Professionals):
* On Site Registration Fee (Students and Post-Docs):
* On Site Registration Fee (One-Day Local Professional):
* Banquet Fee (Regular):
* Banquet Fee (Students and Post-Docs):

Send note to the membership when the website is open for registration. Ask members to alert their students that they can join as associate members for reduced registration rates

June

* Elections
  + Do a reminder of the voting survey
  + Compute the results
  + Notify the winners and losers individuals
    - Make sure that they know they are expected to come to Thursday night board meeting and Sunday morning board meeting
  + Send an email to the SRP Listserv letting the whole membership know who won
  + Add the new SRP officers to the srp listserv
* Annual Meeting
  + Send a reminder about abstracts before submission deadline
  + Keep an eye on deadline for booking Hotel rooms, send a reminder a week ahead of time

July

* Annual Meeting
  + Keep an eye on deadline for booking Hotel rooms, send a reminder a week ahead of time

August

* Annual Meeting
  + Keep an eye on deadline for booking Hotel rooms, send a reminder a week ahead of time
  + Keep an eye on registration deadlines, send a reminder a week ahead of registration deadlines
  + Send out the program announcement to the members; note the early career award, mentorship, and Zubin awardees in the general text of the announcement.
  + Order plaques for the early career award, mentorship, and Zubin awards (verify this with the committees). The treasurer can reimburse for payment.

September-October

* Pre-Annual Meeting
  + Keep an eye on deadline for booking Hotel rooms, send a reminder a week ahead of time
  + Keep an eye on registration deadlines, send a reminder a week ahead of registration deadlines
  + Remind the president to invite the next year’s local host and program chair to attend the Sunday meeting for continuity
* During Meeting
  + Deliver plaques to the chairs of the early career, mentorship, and Zubin comittees
  + Plan to make secretary’s report at Thursday Board Meeting and Friday’s members meeting (review the results of elections, major changes in bylaws or procedures, etc)
  + Take Notes at board meetings and members meetings (it helps to have the list of exec board members and committee chairs already pasted into an agenda before you start the meeting)
  + Find out if the board would like to pursue conference insurance (and follow-up if needed if they do)
* Post Meeting
  + Modify the membership of the executive board listserv to remove the people who have cycled off and adding the people who cycled on.
  + Add new members to the membership To add to the directory, go to here:
* <http://www.psychopathology.org/srpadmin/>
* Log in using srp, pass:srp123
* Choose “add a member”
* Cut and paste date into the name and email field (be very careful to copy their email and not the advisor email).
* VERY carefully choose whether they are listed as full or associate member (two separate fields).

Send a welcome email. Remind people of our annual awards for the early career and John Neale mentorship award, and the annual conference. Ask them to review their membership directory entry.

* + Send the minutes to the executive board and other attendees and ask for corrects
  + Add the minutes to the website
    - Name with titles that are self-explanatory, then Login to wordpress, then create a new post and check the category meeting minutes and it will appear under the minutes for you.
  + Follow-up on any to-do items from board meetings that are relevant to you.
  + Post the winners of the various awards on the website
    - Zubin
    - Smadar Levin (winner and two runner ups)
    - Early Career Award
    - Mentorship Award
    - Update the board members and the officer archives on the website
  + Send out nomination information for SRP Early Career Award
    - Note that previous applicants are encouraged to re-apply
    - Only full members should apply
    - At the discretion of the program chair, pending availability of space, we will be working to offer a talk opportunity to the winner of the early career award.
    - Ask mentors to forward this to their former students.
    - New membership letter should note that this award should be kept in mind
  + Send out nomination information for SRP Career Award
  + Send out Publication Committee’s “Newspaper”
  + Review membership roles to ensure that associates are encouraged to apply to full when it is appropriate
  + Review membership roles to identify people who have not paid in a couple years
  + Arrange event insurance to cover the costs of a meeting cancellation. In 2013, we used Philadelphia insurance.

November

* Check that handbooks have been updated as appropriate and that the copies have been updated on the handbooks website.
* *Forward all handbooks to the appropriate committee chairs*

December

* Send out reminders for SRP Early Career Award and Mentorship Award
* Other notes—some things seem to come up each year. Generally, each committee should refer to their manual and to the previous committee chair.

The current Zubin award winner receives an honorarium of $1000, free registration, banquet, travel expenses, hotel, and a dues waiver.

The Smadar Levin Awardee receives complimentary hotel accommodations, registration, and banquet at the NEXT meeting, and both the SLA and Travel Award winners

are guests of SRP at the banquet of the meeting at which they receive their awards.

Travel award winners also get $300 in the year of the award.

This has all been clarified in the “who gets what” handout that Lee Anna developed; see handbooks website.