

AzPA Needs YOU!

What you need to know to consider candidacy for Governing Council

The Arizona Psychological Association (AzPA) is a member-led organization. There are many ways to be involved in AzPA: one of the most prominent roles is to be a candidate for Governing Council. Why would someone choose to do this? For most, the answer is simple: they care enough about the organization that they want to influence it in a positive way. It's an extension of the commitment they made to their professional community by joining AzPA to begin with. Those who take on leadership roles understand that our profession is served well by a strong state association, and are willing to contribute not only financially through dues, but also their time, effort and wisdom to supporting our professional community.

Ideally, candidates for Governing Council represent the breadth and diversity of the AzPA, allowing elections to be an opportunity for members to influence the organization through selection of leadership. The decision to seek candidacy is a big one, and one that requires understanding of the (1) roles and general responsibilities of the council, (2) the specific roles of each council position, and (3) the candidacy and election process. To help you be better informed about each of these, the AzPA Leadership Development Committee has created this brochure as an overview of information that is critical in considering a Governing Council position.

AzPA Governing Council

The Governing Council is the board that provides administrative oversight to AzPA on behalf of its members (bylaws- Article 4 Sec. 1). The Governing Council oversees the basic functions of the association and makes decisions on behalf of AzPA members. The Council is guided by AzPA's mission, which is to "support its members, advance the profession, preserve its integrity, promote health, and advocate in the public interest," by the bylaws of the association, and by all applicable federal and Arizona laws related to AzPA as a 501(c)6 nonprofit corporation.

Governing Council General Responsibilities

Members of the Governing Council carry significant fiduciary responsibility. General responsibilities for any nonprofit board members have been summarized as reflecting three main concepts of (1) duty of care, a (2) duty of loyalty, and (3) duty of obedience. ([Renz, 2007.](#))

Duty of Care

"Duty of Care" reflects the basic responsibility for doing the work of the Council, with a reasonable understanding of what that work entails. To this point, one of the first questions to consider regarding candidacy is whether one can devote the time to the role. Perhaps most obviously related to this is that members of the Governing Council must be able to attend council

meetings, which are typically held on the 3rd Friday of the month from 3-5 pm (meeting attendance can be in person or electronic.) While personal circumstances of course may necessitate missing a meeting on occasion, it is important that this be the exception. In addition to attending meetings, Governing Council members each have responsibilities outside of the meetings, which varies by the position (more on that below).

One particularly important area-also related to “Duty of Care” pertains to decisions about how money is raised and spent. While AzPA does have a Finance Committee, a Treasurer, and administrative support to guide financial decisions, each member of the council does hold a responsibility for the organization to be aware of and have a reasonable understanding about organizational finances, and to help ensure that the organization is managing its finances responsibly.

Duty of Loyalty

“Duty of Loyalty” reflects the council’s responsibility to act in good faith for the good of the organization, rather than in one’s self-interest. This would preclude a Council member engaging in work that would be considered conflict of interest, such as using one’s board position for self-profit rather than in the interest of membership.

Duty of Obedience

“Duty of Obedience” reflects the council’s responsibility to ensure that AzPA follows its bylaws, as well as operates consistent with applicable laws outside of organization. This does not require specific expertise in legal matters, though it is important that all council members reasonably understand what a 501(c)6 nonprofit corporation is, and the basic legal responsibilities that such an organization holds. The IRS publishes information explaining the legal status of such a corporation ([see here](#)) and there are many other information sources which provide explanation about the legalities regarding this nonprofit status. Those who are elected to AzPA Governing Council will have opportunity for learning more, but it is important to have a basic understanding as you decide whether to run. With regard to AzPA bylaws, it is necessary that council members be familiar with the bylaws, which are included as part of the AzPA website listed in the “**member area**”. Often AzPA bylaws are written in language that is general, and sometimes is not entirely clear. While there is a current effort being made to revise and clarify the AzPA bylaws, part of the job of the council is to make interpretations of existing bylaws to current situations.

Governing Council Positions

There are 16 voting members of the AzPA Governing Council consisting of 4 different types of representatives (bylaws- Article 4, Sec. 2). Governing Council positions are elected to 2-year terms, except for the President Elect, APA Council Representative, and Graduate Student Representative.

Executive Committee (5)

- President
- President Elect
- Past President (immediate)
- Secretary
- Treasurer

Professional focus area representatives (7)

- Academic Representative
- Communications Representative
- Diversity Representative
- Education Representative
- Legislative Representative
- Membership Representative
- Professional Practice Representative

Regional representatives (2)

- Northern Arizona Representative
- Southern Arizona Representative

Representatives selected outside of AzPA election process (2)

- APA Council Representative
- Graduate Student Representative

The AzPA Executive Director serves as an “ex-officio” and non-voting member of the Governing Council.

Executive Committee

President-Elect /President/Immediate Past President: The President-Elect position includes a three-year commitment to work on both the Governing Council and Executive Committee as President-Elect, President, and Immediate Past-President.

President: The AzPA President assumes general supervision of and responsibility for leadership in the organization, responding to membership and keeping the Governing Council informed of relevant issues. She or he appoints all committee chairs and serves as ex-officio member of all committees, fills positions in the event of a vacancy on the Governing Council, and may appoint task forces to attend to issues of importance. The President also works closely with all leadership within AzPA, including the Executive Director and AzPA employees or contracted staff. He or she is also responsible, as the representative of the Governing Council, to oversee interests of the association with respect to financial matters and AzPA staff. The President will work with

the Finance Committee and Executive Committee to help guide budget priorities, and address other issues of relevance to the organization. The President also represents AzPA in Arizona and nationally, and is expected to attend the APA Practice Leadership Conference in Washington during her or his presidential year.

President-Elect: The primary duty of the AzPA President-Elect is to succeed the President at the end of his or her term. The President-Elect prepares for assuming duties as president so as to maintain general leadership continuity. In addition to preparing for the President role, there are some specific responsibilities designated to the President-Elect. One of the most important is to fill in the absence of the President. In the absence of the President, the President-Elect performs the duties of the President, and in this role holds all of the powers and responsibilities of the President. The President-Elect also represents AzPA in Arizona and nationally, and is also expected to attend the APA Practice Leadership Conference in Washington for during her or his President-Elect year.

Past-President: The immediate Past-President supports the President by providing perspective and continuity on the Executive Committee and Governing Council. In the absence of the President and the President-Elect, the immediate Past President performs the duties of the President, and in this role holds all of the powers and responsibilities of the President. The immediate Past-President also serves as a member of the Leadership Development Committee, and is the liaison of this committee to the Governing Council. He or she also serves as a member of the Arizona Psychological Foundation, also serving as a liaison between the Foundation and AzPA.

Secretary: The AzPA Secretary serves both on the Governing Council, and the Executive Committee. The AzPA Secretary has an important role in contributing perspective related to a wide variety of key issues for the association, and provides a critical communication link between AzPA leadership and membership. The Secretary also has often provided guidance in meetings, helping ensure that procedures are followed consistent with AzPA by-laws and requirements of AzPA's non-profit corporation status.

Other specific duties of the AzPA Secretary includes maintaining responsibility for minutes and attendance for both the Governing Council and Executive Committee meetings, as well as all general membership meetings and submit the meetings to the President no later than seven days after the meeting, The Secretary is also responsible for conducting role-call votes when necessary and corresponding as appropriate with members of the association as well as other organizations.

Treasurer: The AzPA Treasurer also serves both on the Governing Council and the Executive Committee and has an important role in contributing perspective related to a wide variety of key issues for the association. The AzPA Treasurer is the custodian of all Association funds, monitors AzPA financial accounts, and engages regularly with AzPA administration and the

Executive Committee regarding financial and budgetary issues. The Treasurer also reports regularly to the Governing Council regarding Association financial matters, and reports annually to membership on the financial status of the Association. In addition, the Treasurer serves as the chair of the AzPA Finance Committee.

Professional focus area representatives

Academic Representative: The AzPA Academic Representative is the Governing Council's voice of the academic community. This person serves as a contact person and liaison between AzPA and the academic community, particularly with the graduate psychology programs. The Academic Representative also promotes and facilitates student involvement in the association, and likely would also work closely with the AzPA Student Representatives.

Communication Representative: The Communication Representative is responsible for facilitating communications both within the association and between the association and the public. The Communication Representative helps coordinate public education endeavors for the association, and serves as liaison to the Governing Council for the AzPA Public Education Committee. In addition, the Communication Representative coordinates publication of the AzPA monthly online newsletter.

Diversity Representative: The AzPA Diversity Representative is the Governing Council's designated voice for diversity issues. As such, this representative may have contact with numerous AzPA committees and membership related to issues of diversity. Formally the Diversity Representative serves as primary liaison to the Governing Council for the AzPA Diversity Committee and LGBTQ committee.

Education Representative: The AzPA Education Representative is the Governing Council's voice of professional education. As such, this representative may have contact with numerous AzPA committees and membership related to issues of continuing education. Primarily though, the Education Representative serves as primary liaison to Governing Council for the AzPA Continuing Education Committee and Convention Committee.

Legislative Representative: The AzPA Legislative Representative is the Governing Council's designated voice for legislative issues. The Legislative Representative serves as the primary liaison to the Governing Council for the AzPA Legislative Committee and in this role keeps the Governing Council and AzPA membership informed of important legislative issues relevant to the association and profession. The Legislative Representative also coordinates with the Legislative Committee chair in the planning for the annual Politics and Psychology event at the state capitol.

Membership Representative: The Membership Representative is responsible for supporting and coordinating with the Membership Committee and serves as the primary liaison to the Governing Council for the AzPA Membership Committee and the Early Career Psychologist

Committee. The Membership Representative supports membership recruitment and retention for the Association, including activities and programs to recruit new members, and serves as a contact for members to communicate their professional needs, interests and concerns regarding the organization. As such, this representative may have contact with numerous AzPA committees and AzPA members. The Membership Representative is also responsible for keeping Governing Council and AzPA Membership apprised of information relevant to membership, including current membership applications, and total membership numbers.

Professional Practice Representative: The AzPA Professional Practice Representative is the Governing Council's voice of professional practitioners. The role of the Professional Practice Representative includes identifying practice issues that need the attention and resources of the association. It also includes coordination with AzPA committees that relate to professional practice, as well as serving as the liaison between these committees and the Governing Council. The committees include Business of Practice Network, Disaster Response, Ethics, Interprofessional Relations, and Military and Veterans Affairs. The Professional Practice Representative also coordinates with the Legislative Committee regarding legislative issues relevant to Professional Practice.

Southern Arizona Representative: The AzPA Southern Arizona Representative is the Governing Council's voice for issues pertinent to the psychology community in southern Arizona. Southern Arizona Representatives are from outside of Maricopa County in the southern region of the state. In addition to serving as a voice on the Governing Council, the Southern Arizona Representative plays a key role in recruiting members from the area and assisting in the development and maintenance of networks of key psychologists and volunteers. In these roles, the Southern Arizona Representative may coordinate closely with numerous committees, and in particular, the Membership Committee and Legislative Committee. In addition, while not formally a responsibility of the role, the Southern Arizona Representative also often serves as an informal liaison between AzPA and the Southern Arizona Psychological Association (SAPA).

Northern Arizona Representative: The AzPA Northern Arizona Representative is the Governing Council's voice for issues pertinent to the psychology community in northern Arizona. Northern Arizona Representatives are from outside of Maricopa County in the northern region of the state. In addition to serving as a voice on the Governing Council, the Northern Arizona Representative plays a key role in recruiting members from the area and assisting in the development and maintenance of networks of key psychologists and volunteers. In these roles, the Northern Arizona Representative may coordinate closely with numerous committees, and in particular, the Membership Committee and Legislative Committee. In addition, while not formally a responsibility of the role, the Northern Arizona Representative also often serves as an informal liaison between AzPA and the Northern Arizona Psychological Society (NAPS) and Granite Mountain Psychological Society (GMPS).

Representatives selected outside of AzPA election process

APA Council Representative: The APA Council Representative serves as the liaison between AzPA and APA, and is both a member of the AzPA Governing Council and APA Council of Representatives. As such, this person is expected to attend both AzPA Governing Council meetings and APA Council. This position is a 3-year term. The APA Council Representative are elected through the balloting procedures of the American Psychological Association. Persons eligible to vote are AzPA members who are members or fellows of APA. The APA Council Representative is expected to solicit input from AzPA Governing Council regarding issues appearing before the APA Council of Representatives, the Council Representative cannot be bound by instructions from AzPA. Votes on specific issues must be based on the Council Representatives own independent position. In addition to participating in meetings, the APA Council Representative is expected to keep AzPA membership updated on relevant issues at APA.

Student Representative: The AzPA Student Representative is the voice of student issues on the AzPA Governing Council. Student the representative also functions also as Chair of the AzPA Student Committee, and are Student Members of AzPA, and also are concurrently enrolled in a graduate psychology program in Arizona. The responsibility of the student representative is to serve as liaison between the Governing Council and Student Committee, and well as coordinate with other AzPA committees that relate to students. In recent years, the student representative role has been shared within a group

Governing council nomination process

The AzPA Leadership Development Committee is responsible for selecting candidates for Governing Council. Each year the committee notifies AzPA membership that candidate suggestions are being sought. AzPA members are encouraged to nominate potential candidates, including themselves, by informing the Leadership Development Committee.

All candidates for Governing Council must be current active members of AzPA as Full (or Sustaining Full) or Academic (or Sustaining Academic) members. Typically qualified candidates have been active in AzPA as a member of at least one committee or participated in an AzPA task force. Nominees not actively involved in AzPA ideally have demonstrated leadership in the profession in other ways, including participation in other psychological associations or societies, other professional organizations, or community and government organizations.

Once a candidate has expressed willingness to run, and is accepted as a qualified candidate by the Leadership Development Committee, the candidate completes a candidate statement form, outlining their qualifications, their interest in the role, and their vision for the association. These statement forms are accessible as part of the ballot for voting. Voting occurs in October of each year, and the ballot stays “open” for 30 days. Following the closing of the ballot, the Committee

notifies all candidates regarding the election outcome. Candidates who are elected to Governing Council will begin their term on January 1st following the election.

Ideally, the election process is one in which elections provide a platform for articulating multiple visions and priorities for the organization, and participation in the election process offers the organization's members the chance to voice their priorities and issues that they want to see emphasized. In such elections, even if a candidate does not win, she or he has still contributed to the organization by articulating a vision and helping engage membership in a discussion that expands the mission of AzPA. Such a discussion is only possible when more than one person steps forward to be a candidate. In this perspective, no one *loses*, and AzPA is made stronger. Leadership Development Committee recognizes this is a different way to look at the process of elections, but one that we hope will ensure AzPA elections become a more meaningful experience for all involved.

Thank you for your interest and consideration in AzPA Governing Council! If you have any further questions, please contact a member of the AzPA Leadership Development Committee.

Reference:

Renz, D.O. (2007). *Nonprofit Governance and the Work of the Board*. Midwest Center for Nonprofit Leadership, University of Missouri –Kansas City. Retrieved from <https://bloch.umkc.edu/mwcnl/resources/documents/overview-nonprofit-governance.pdf>