



CANADIAN PSYCHOLOGICAL ASSOCIATION – SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE

The Canadian Psychological Association is a voluntary organization which represents the interests of psychology in Canada across the breadth and depth of its research, education, and practice specialties. The association endeavours to create a professional and scientific home for psychology and psychologists. It aims to create and promote an identity for the discipline which recognizes the common and unique work of its diverse membership, students and affiliates.

The CPA was established in 1939 to ensure psychology's contribution to the war effort. Over the ensuing 81 years, the CPA has been guided by a mission which revolves around supporting and promoting the science, practice, and education of psychology in the service of the public good. Its key activities have been

- Support for the development and dissemination of psychological knowledge through our annual convention <https://convention.cpa.ca/>, our peer reviewed journals (Canadian Psychology, Canadian Journal of Behavioural Science, and Canadian Psychology) <https://cpa.ca/journalalert/> and Psynopsis <https://cpa.ca/psynopsis/>
- Accreditation of doctoral programmes in professional psychology <https://cpa.ca/accreditation/>
- Development of educational and continuing professional development resources for students, researchers, educators and practitioners <https://cpa.ca/education/> <https://cpa.ca/professionaldevelopment/>
- Membership benefit programs that include professional liability insurance, practice management and a wide range of other services <https://cpa.ca/membership/>
- Ethical guidelines for research, education and practice in psychology <https://cpa.ca/aboutcpa/committees/>
- Policy papers and positions on issues relevant to psychology and public policy <https://cpa.ca/aboutcpa/policystatements/>
- Collaboration and partnerships with other health and research disciplines, funders, legislators and decision-makers <https://cpa.ca/partnerships/>
- Advocacy with government on issues related to science, healthcare, social justice and human rights about which psychological research and practice can make a contribution <https://cpa.ca/advocacy/>

CPA maintains strong liaisons with organizations of psychology within Canada, North America and internationally such as:

- The Council of Professional Associations of Psychology (CPAP) which includes Canada's provincial and territorial associations of psychology. The CPA provides annual funding to CPAP, in addition to annual CPAP membership dues, to help Canada's psychology organizations fund their collaborative work promoting psychological practice across the country. <https://cpap-cspp.ca/>



- The Association of Canadian Psychology Regulatory Organizations (ACPRO)
- The Association of State and Provincial Psychology Boards (ASPPB)
- The Canadian Society for Brain and Behavior Science (CSBBCS) with whom we publish the Canadian Journal of Experimental Psychology
- The American Psychological Association (APA) with whom we share a dues agreement, publish our journals, collaborate on accreditation, and deliver continuing professional development
- The Canadian Departments of Psychology (CCDP)
- The Canadian Council of Professional Psychology Programs (CCPPP)
- The National Register of Health Service Providers in Psychology
- The International Association of Applied Psychology (IAAP) for whom we hosted the International Congress of Applied Psychology (ICAP) in Montreal in 2018

About the CPA

<https://cpa.ca/aboutcpa/>

Mission: A society where understanding of diverse human needs, behaviours and aspirations drive legislation, policies and programs for individuals, organizations and communities.

Vision: Advancing research, knowledge, and the application of psychology in the service of society through advocacy, support and collaboration

Guiding Principles:

- Evidence-based practice, policy, and decision-making.
- Respect our organizational mission in all things: support and promote the development of the discipline and profession and its contributions to the people and society in which we live and work.
- Deliver value to members and affiliates.
- Respect, integrity, diversity, and inclusion guides all our activity.
- Model the principles of the CPA Canadian Code of Ethics in all we do.
- Collaborate meaningfully and constructively with the CPA's and psychology's partners and stakeholders

Operating Principles:

- A commitment to best practice in the governance and management of the association.
- Organizational effectiveness. Our strategic goals reflect and respond to the needs and views of our membership and stakeholders. We align operations to strategic goals. We balance the need for continuity of policy and programming with the need to respond to changes in the organization's climate and context. We walk the talk of respect and collaboration among Board, management, staff, members, affiliates, partners and stakeholders.
- Provide psychology across Canada a professional home. We can do this by being a convenor and by supporting networks and communication among scientists, practitioners and educators in

psychology.

- Have an opinion, lend a voice, make change for the good. We engage members and their expertise in making contributions to public policy.
- See, hear, and consider a diversity of perspectives from among members, affiliates, partners and stakeholders when addressing issues, problems, policies and initiatives facing psychology or the organization.

CPA's Activities are Guided by the Association's Strategic Plan

<https://cpa.ca/docs/File/Governance/MVG%20-%20EN%20-%20FINAL.pdf> which includes the following

6 Goals:

Goal 1: Supports and promotes psychological science to advance knowledge and to address the concerns of people and the society in which we live and work

Goal 2: Meets the needs, supports the growth and enhances the impact of the discipline and profession

Goal 3: Advocates for access, resources and funding for psychological services and research, in parity with physical health, for the people in Canada

Goal 4: Addresses the education, training and career development needs of students, educators, scientists and/or practitioners of psychology across their lifespan

Goal 5: Promotes and models equity, diversity and inclusion in all that we do

Goal 6: Is accountable to Indigenous peoples through the CPA's response to the Truth and Reconciliation Commission (TRC) of Canada's report

CPA's Governance:

The CPA was incorporated under the Canada Corporations Act, Part II, in May 1950. The association received its Certificate of Continuance under the Canada Not-for-profit Corporations Act (NFP Act) in August 2013.

CPA operates under a model of policy governance which means that its Board sets and oversees the policies, and policy priorities that direct the activities staff carry out on the association's behalf under the direction of the Chief Executive Officer (CEO). The CEO is responsible for CPA's operations or the activities that the association carries out under the direction of the Board and its strategic plan.

That said, as one governance coach explained to the Board – the relationship between governors (the Board) and management (the CEO and through them, staff) is a sweep of a broom, not a line in the sand.

This means that sometimes the Board might get involved in operations (e.g. CPA's Board does populate almost all the association's committees) and sometimes management gets involved in the development of policy. Policy Boards have one employee, the CEO, who in turn directs and bears responsibility for all of CPA's staff. Some of the CEO's responsibilities may be delegated to other senior CPA staff, e.g. The Chief Financial Officer oversees the CPA's financial operations.

The by-laws that govern the operations of the association can be found at <https://cpa.ca/aboutcpa/cpabylaws/>. In addition to the by-laws, CPA has a green document which is its operating regulations (OR). Given this is a green document, it is not posted on the website but is maintained and updated regularly by CPA's Governance Manager

CPA's Board of Directors:

Information about how to get elected to CPA's Board and about the composition of the Board can be found in CPA's by-laws <https://cpa.ca/aboutcpa/cpabylaws/>. Note that only the organization itself – CPA which is the incorporated entity – has by-laws. Committees, working groups and Sections have Terms of Reference.

CPA's Board has 10 voting seats and 4 partner seats. The 10 voting seats make up the Directors of the Board. Board and Partner terms are typically 3 years. Of the 10 voting seats, 8 are elected by the membership:

1. President, President-elect, past-President. Presidents are elected to the Board in one of the seats described in 2 and 3 below. They must be elected to the presidential office by the Directors of the Board. Once the member is elected to the presidential office, they serve one year as President-elect, one year as President, and one year as past-President. Depending on when a Board member gets elected to the presidential office, they could serve a Board term longer than 3 years. Only voting members of the Board are eligible for presidential office. When meetings are held in-person, the President votes only to break a tie, otherwise all presidential officers vote on Board motions.
2. Three pillar seats: Science, Practice and Education; all of which are elected by the membership and all of which vote on Board motions.
3. Three at large seats, all of which are elected by the membership and all of which vote on Board motions.
4. One seat reserved for the Student Section of CPA and is not elected by the membership. While students cannot vote on motions before the membership at a meeting of members (only members are eligible to vote), the student Director on the Board does vote on Board motions.
5. One seat reserved to represent for whomever the Sections vote to become Chair of Sections. This seat is not elected by the membership but by the Section Chairs. The Section Chair on the Board votes on Board motions.
6. There are four seats reserved for CPA's organizational partners, currently the Canadian Professional

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Associations of Psychologists (CPAP), the Canadian Departments of Psychology (CCDP), The Canadian Council of Professional Psychology Programs (CCPPP) and the Canadian Society of Brain, Behaviour and Cognitive Science (CSBBCS). Partner representatives are chosen by their respective organizations. Partners are full participants in CPA Board meetings (with the exception of financial and human resource reviews which may be held in camera for Directors of the Board) but are not Directors of the Board and do not vote on Board motions.

The current members of CPA's Board can be found at the following link <https://cpa.ca/aboutcpa/boardofdirectors/> Also linked to that page is information about Annual General Meetings of members and reports to the membership and past members of the CPA Board.

Board and Membership Meetings:

CPA's Board, along with senior staff, meet formally three times per year (typically October, early March and June). The President sets the Board meeting agenda in consultation with the CEO and Governance Manager. Any member or affiliate of the association is welcome bring any issue to the attention of the President, CEO or the Board by contacting executiveoffice@cpa.ca

Member meetings are held once annually as required by the CNCA (Canada Not for Profit Corporations Act) under which CPA is registered. This meeting is typically held during the annual national convention. Annual reports to the membership, as well as minutes from the annual general meeting, can be found at <https://cpa.ca/aboutcpa/annualgeneralmeetingsandreports/> Special meetings of members may be convened as required or requested.

CPA Staff:

As mentioned, the CPA Board oversees one staff person, its CEO whose responsibility in turn is to hire and oversee the work of all CPA staff. An overview of which staff are responsible for which CPA activities can be found here <https://cpa.ca/aboutcpa/> and here <https://cpa.ca/contact/> Note that staff names do not appear on the contact page, only their coordinates. This was done at staff request to protect their privacy.

Our goal as a staff is to provide the most responsive and collaborative member service possible while upholding the mission, vision, and operational priorities of the association. While the Board, partners, Sections and members often have direct contact with staff, and we encourage that, staff take their direction from the CEO or their delegates (e.g. Deputy CEO, CFO). It is important that staff delegated with functions and activities have full and trusted responsibility for them. However, any member of the Board, a Section, any member or affiliate is free to contact the CEO, or the President of the CPA, at any time through the Executive Office executiveoffice@cpa.ca The President and the CEO meet bi-weekly by telephone to review the operations of the association.



At each meeting of the Board (each of the three formally scheduled meetings per year), the CEO and senior staff develop an Operations Report for the Board which details activity and progress made on the objectives of each of CPA's Strategic Goals. In addition, the CEO presents the Board with a risk management table, updated for each meeting. The table lists the issues or activities which could pose some financial, reputational or membership risk to the CPA. For each, they list the activities undertaken to address those risks, who is responsible for overseeing them, and our status in addressing them.

At the end of each Board meeting, partners are recused, and the CEO meets with the Directors to discuss any issues of concern to them or the association. The Directors then meet in-camera to discuss any concerns with the operation of the association. Feedback from that discussion is given to the CEO, along with any guidance or direction for change.

Committees and Working Groups:

There are a number of CPA committees, some Board led, and some management led. Committees are standing, meaning they have ongoing responsibility for oversight and execution of key CPA activities. For example, the Convention Committee is a management committee given its considerable operational responsibilities in running a convention. The convention committee, however, is populated by the President and past-president, in addition to volunteer association and section members, who provide oversight and policy direction to convention staff. The Scientific Affairs, Professional Affairs and Education and Training Committees, which are collectively called CPA's pillar committees, are Board committees because they carry out key policy functions for science, education and practice, as well as serve as an advisory function to staff charged with science, practice and education activities. For most committees, membership is open to any member of CPA or student affiliate. An exception would be the Governance and Administration, Finance and Audit Committees whose membership falls to those whose appointed and elected office mandates those responsibilities (i.e. Presidential Officers, CEO, CFO).

While all committees are accountable to CPA's Board for policy and financial matters, two of them, by their nature, operate at arm's length from the Board for the decisions required by their Terms of Reference – these are the Accreditation Panel and the Committee on Ethics. All committees have an assigned staff person to support them in carrying out their work. In the case of management committees, the chair of the committee falls to a senior staff person. Each committee has its Terms of Reference (ToR), developed by the Committee and approved by CPA's Board. A listing of CPA's committees, their functions and current members can be found at <https://cpa.ca/aboutcpa/committees/>

In addition to committees, the CPA Board oversees working groups. Working groups are typically formed to address and advise the Board on the development of policy or activity relevant to a specific issue or topic about which psychology or the CPA wants to make a policy contribution. They also have ToR, customized from a template, and produce a task force report. The report, and any policy or activity it recommends,



must be reviewed and approved by the CPA Board before it is released. Policy and recommendations in an approved report will also direct the activities that CPA staff undertake on behalf of the association. Typically, the Board appoints committee chairs (which sometimes include a Board member) and the chairs populate the committee from among interested members and affiliates. The ToR which guides the operation of working groups, as well as their final reports, once done and approved by the CPA Board, can be found at <https://cpa.ca/aboutcpa/committees/>

Sections, Members and Affiliates:

CPA's members can opt to join a **Section**. Sections are groups of scientists, practitioners, researchers and students interested in a specialized area of psychology (e.g. Counselling Psychology, Quantitative Methods). A list of all CPA Sections, and information about how sections operate, can be found here <https://cpa.ca/sections/>. As mentioned, Sections Chairs elect a Chair of Sections who represents them as a Director on CPA's Board.

CPA has several **membership types**, each with their corresponding dues. Members are those with a masters or doctoral degree in psychology. Retired and honorary membership status is available to those members who qualify. Fellowship status is reserved for those members nominated to that status by CPA's Fellow and Awards Committee. Student affiliate status is available to students at the baccalaureate, masters and doctoral levels. Even if a student has qualifying membership degree (e.g. a doctoral student who has obtained a masters degree), as long as they are a student, they are only eligible for student affiliate status. Special affiliates are those without graduate degrees in psychology, interested in psychology. There are also options to become an international affiliate or international student affiliate. Affiliates are not members, however, and only those with membership status can vote on matters put before the CPA membership. Information about membership can be found at <https://cpa.ca/membership/becomeamemberofcpa/>

Communication with Members, Affiliates, Partners and Stakeholders:

As mentioned, any member or affiliate, or any member of the public for that matter, is free to contact the President or CEO of the CPA at any time via the Executive Office executiveoffice@cpa.ca. Members and affiliates also have the option of bringing a question, query or request to the member of the Board of Directors who represents them; for example, the student section can bring issues forward to the Board via the member of their executive whom they elected to become a voting member of the CPA Board.

CPA's by-laws require that only the President or CEO of CPA (or their designates) can speak publicly on behalf of the association. It is often the case that CPA's communications team forwards media requests on specialized topics of psychology to experts among the membership. When a member speaks to a psychology topic, they do so on their own behalf rather than on behalf of the association – unless the President and/or CEO has asked them to speak on behalf of CPA. A member might be asked to speak on



behalf of CPA when, for example, a Chair of a CPA Committee or Working Group speaks to the media or other partner on a Board-approved policy position developed by that working group.

CPA does have several channels of regular communication for the purpose of announcing activities, sharing relevant information (e.g. announcing grants or resources) or inviting participation in events or activities. Channels of communication include:

- **CPA News** – a monthly email blast providing an overview of recent association activities and opportunities for members and affiliates
- **Member Communiqués** – on specific topics as needed (e.g. announcing new member initiatives)
- **Social Meeting Channels** - YouTube, Instagram, Twitter, LinkedIn, Website, Facebook, Podcasts where we interview scientists, educators and practitioners on current health and science topics
- **Psynopsis** – quarterly news magazine, themed to disseminate psychological research, education and practice on topics of public interest and relevant to public policy
- **MindPad** – a student peer-reviewed publication
- **CPA's Three Peer-Reviewed Journals:** Canadian Psychology (CP), Canadian Journal of Experimental Psychology (CJEP), Canadian Journal of Behavioural Science (CJBS)
- **Section Communications** – many sections have distribution lists for communication as well newsletters
- **Other Communication Channels** – fact sheets, position papers and policy statements, submissions to government, all of which are shared with members and affiliates via one or more of our communication channels listed above

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