CANADIAN PSYCHOLOGICAL ASSOCIATION

SOCIÉTÉ CANADIENNE DE PSYCHOLOGIE

OPERATIONS MANUAL

FOR

CHAIRS OF CPA SECTIONS

Updated June 2020

Contents

ABOUT CPA HEAD OFFICE

ADDRESS: Canadian Psychological Association
141 Laurier Avenue West, Suite 702
Ottawa, Ontario
K1P 5J3

PHONE #: 613-237-2144
TOLL-FREE #: 1-888-472-0657

FAX #: 613-237-1674

INQUIRIES:

- GENERAL E-MAIL : cpa@cpa.ca
- SECTIONS E-MAIL : sections@cpa.ca
- EXECUTIVE OFFICE : executiveoffice@cpa.ca
- WEBSITE: webmaster@cpa.ca

WEBSITE: www.cpa.ca

ACKNOWLEDGEMENTS :
The CPA extends its thanks to Dr. Carole Sinclair, who in her capacity as Chair of the CPA's Committee on Sections developed the first iteration of this Manual in May 1993.

YEAR-AT-A-GLANCE

Note: Section responsibilities are bolded

MONTH	TASK
JANUARY	• 1st instalment of Section dues direct deposited to Section bank accounts by CPA Head Office • Annual Section Financial Report to be provided to Chairs by Head Office • CPA Head Office will ensure all Section Executives are Full Members in good standing (i.e. PAID members) • **Convention: Section Review Coordinator ranking of reviewed abstracts**
FEBRUARY	• **Using information provided by CPA Head Office, Section Chairs are asked to contact their Section Executives if CPA membership is not in good standing** • **Submit Section Newsletter for consideration as Best Section Newsletter Award (Deadline February 1)** • **Convention: Section Review Coordinator reviews program schedule for upcoming convention**
MARCH	• Winter Board Meeting and Ambassador Program • Convention: Convention Department sends Section Invited Speaker registration fee waiver forms to the speaker (forms must be completed for registration fees to be waived)
APRIL	• Call for Section annual highlights for the CPA Annual Report sent to Section Chairs (template provided) **(due 4 weeks before convention)** • 2nd instalment of Section dues direct deposited to Section bank accounts by CPA Head Office • Call for nomination for CPA Board of Directors • **Convention: Convention Department to send Section Chairs the catering menu and order form for Section Annual Meeting and Reception**
MAY	• **If not already submitted, submit to Head Office Section annual highlights for CPA Annual Report (4-6 weeks before AGM)**

JUNE	• Pre-Convention Board meeting • **Meeting of Council of Sections (during Annual Convention)*** • CPA Annual Convention • CPA Annual General Meeting • **Section Annual Meeting** • **At Section Meeting discuss possible nominations for Invited Speakers for the following year's Convention** • Post-Convention meeting of the Convention Committee • Post-Convention Board meeting • **CPA Head Office to be notified of any changes to Section Chairs (Deadline June 30)** • **List of Section's executive officers to CPA Head Office (Deadline June 30)** • Convention: Convention Department begins to close books (June-August)
JULY	• Call for nominations for Fellows • Call for nominations for CPA Awards • Convention: CPA sends 1st notice of processes for submitting a Section's program for the following year's convention
AUGUST	• Pre-convention Workshops profits deposited into accounts • **Section Chairs to receive invoices for Convention catering and Invited Speaker expenses (if applicable); accounts to be debited upon approval** • CPA Head Office sends 2nd notice of processes for submitting a Section's program for the following year's convention
SEPTEMBER	• CPA Head Office sends out notice requesting information on changes to Section Membership fees • **CPA Head Office to be informed of any changes to Section membership fees (Deadline September 15)** • Convention: CPA Head Office sends 3rd and final notices of processes for submitting a Section's program for the following year's convention
OCTOBER	• 3rd instalment of Section dues direct deposited to Section bank accounts by CPA Head Office • CPA membership renewal sent out • Nominations for CPA Awards & President New Researcher Awards (Deadline November 1) • Reminder call for nominations for Fellows (Deadline November 30) • **Convention: Submissions System activated October 1 - Nominations for Featured Speakers to be submitted through the Convention Submission System**

* To offset costs and facilitate attendance at the Section Chairs meeting, the CPA will cover one night's accommodation for each Section Chair (or 1 Section Representative) to attend the Section Chairs meeting.

NOVEMBER	• **Convention: Deadline for Submissions for Section Convention Program (Including Section Annual Meeting, Reception, , and Section Featured Speaker) (Deadline November 1)** • **Deadline for Pre-Convention Workshop submissions (Deadline November 15)** • Fall Board meeting • Nominations for Fellows (Deadline November 30) • Pre-Convention workshop proposals reviewed by Continuing Education Committee
DECEMBER	• **Convention: Deadline for providing the Convention Department with Invited Speaker acceptance confirmation, photographs and abstracts (Deadline December 1)** • Convention: Deadline for submissions for general Convention Program (Deadline December 1) • **Convention: Section review of submitted abstracts**

1. The Role of Sections within CPA

Matters pertaining to the discipline of psychology as a whole are the responsibility of the Board of Directors of the Canadian Psychological Association (CPA), whose Vision and Mission are as follows:

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

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

The CPA actively encourages groups of psychologists with common interests to share those interests within the context of the objectives of the Association – such groups are termed *Sections*. As interests in a topic area evolve, Sections may change, merge with other Sections, and even be disbanded from time to time.

Sections have official status under the By-Laws of the Association (see CPA by-Laws, By-Law VII – Sections http://www.cpa.ca/aboutcpa/by-laws). They are the primary agents through which the particular and special needs of members are met and interests served, and have the power to:

- Initiate and undertake activities of relevance to its members.
- Draft position papers on topics of relevance to the Section.
- Initiate policy statements in areas of expertise.
- Organize meetings within the CPA.
- Make specific representation to external agencies or organizations, if it has received the approval of the Board of Directors to do so.
- Recommend that the CPA make specific representations to external organizations or agencies.

1.1 CPA Head Office Assistance

A number of individuals within the CPA Head Office and on the CPA Board are available to provide administrative and operational support to the Sections.

Manager, Sections Administration

In January 2014, the CPA created the position of Sections Administrator to provide support to the Sections. This position reports to CPA's Deputy CEO. The Sections Administrator is able to provide support on all Section related matters. For help, please email sections@cpa.ca.

Deputy CEO

The CPA's Deputy CEO and Science Director oversees all matters related to Sections within

CPA's Head Office in an Executive Office liaison capacity and can be reached at lvottableeker@cpa.ca.

Director, Membership and Marketing

Questions regarding CPA membership can be directed to the CPA's Director, Marketing and Membership (lverrucci@cpa.ca).

Manager, Convention Program

Questions regarding the CPA Convention, particularly matters related to each Section's program within the Convention program (including but not limited to: submission, review, ranking, scheduling, catering, AV, registration, travel, etc.) can be directed to the CPA's Convention Program Manager (convention@cpa.ca).

Communications Specialist

Questions regarding the CPA's media relations, social media and overall communications functions can be directed to the CPA's Communications Specialist (ebollman@cpa.ca).

Director, Policy and Public Affairs

Questions regarding the CPA's policy and public affairs activities can be directed to the CPA's Director, Policy and Public Affairs (gbrimacombe@cpa.ca).

Finance Administrator

The CPA's Finance Administrator is primarily responsible for all the Sections banking. She works hand in hand with the Financial Coordinator and the CPA Sections Administrator and can be reached at (sectonfinance@cpa.ca).

Webmaster

The CPA's Webmaster is available to assist the Sections with maintaining their webpages – either by doing edits, consulting on graphic design matters, uploading documents and/or creating pages. At any point, a Section Chair can contact the CPA's Webmaster for assistance (webmaster@cpa.ca).

Chair of the Council of Sections

In addition to the above, there is a CPA Board member elected to serve as the Chair of the Council of Sections. The Chair is responsible for bringing any issues to the Board, providing Section Chairs with an update following each Board meeting, and organizing the Section-Board meeting (with assistance from CPA Head Office staff).

2. Forming a Section within the CPA

Approval to establish a Section within the CPA may be granted by the Board of Directors when a group of at least 25 (any combination) CPA Fellows/Members and Affiliates of the Association submit a petition which includes:

- a statement of purpose and goals of the proposed Section;
- the name of the Section;
- the name of the founding Chairperson or Coordinator; and
- the name of any other founding officers.

The petition should include the signatures of the petitioners (on a single or on separate sheets of paper) and should be forwarded to the Board of Directors through the Chair of the Council of on Sections via sections@cpa.ca. Prior to formal approval, proposed Sections may request a one-hour block of time for a business meeting at the next CPA Convention. Such a request should be directed to the CPA's Convention Program Manager by November 1st of the calendar year before the next Convention (convention@cpa.ca). Further information on these procedures can be found on the CPA's website:
http://www.cpa.ca/docs/file/Sections/Procedures_for_Forming_a_Section-march2013.pdf

2.1 Number of Section Members in Subsequent Years

Within one year of its approval, a Section must number at least 25 which include Affiliates and Fellows/Members to continue. The By-Laws of the Association mandate that the Board of Directors dissolve a Section when the Section's membership falls below 25 Affiliates and Fellows/Members or explore means of supporting it (e.g. merging it with another Section).

The Section may submit a petition to the Board to stay dissolution for one year to enable the Section to re-establish the necessary number – see http://www.cpa.ca/aboutcpa/by-laws.

3. Section Terms of Reference

Within one year of obtaining approval to establish a Section, a Section is required to pass Terms of Reference (by email vote or at the Section's annual business meeting held during the Convention) in conformity with the Model Terms of Reference (http://www.cpa.ca/docs/file/Sections/SectionModelByLaws11092012.pdf).

These Section-passed Terms of Reference shall be forwarded for Board approval to the Chair of the Council of Sections via email at sections@cpa.ca. Section Terms of Reference may completely parallel the Model Terms of Reference structure, or may vary from it, as long as all bold items in the Model Terms of Reference are covered in the Section's Terms of Reference.

CPA Head Office retains a copy of all Board-approved Section Terms of Reference.

4. Role of Chair and Other Section Executives

Only those members of the Section who are Full Members (i.e., not affiliates) of the CPA may exercise full voting rights, and may nominate, vote and hold office in the CPA and/or the Section.

The table below provides an overview of some of the key tasks for which the various members of a Section Executive are responsible over the course of a year. Note that not all Sections have each of the positions noted below. Information for Section Chairs is available by going to: http://www.cpa.ca/aboutcpa/cpasections/sectionchair/.

Section Position	Tasks
Chair†	Members Tasks: • Advise head office of any changes to the list of executive and volunteers (sections@cpa.ca) • Attend Council of Sections meeting during the CPA's Annual Convention • Ensures adherence to Section terms of reference • Notifies the CPA of any changes in Section membership dues before September 1st so as to be included in the CPA's subsequent membership renewal Communication Tasks: • Send Emails to Section's membership • Submit Section's annual highlights to the CPA Head Office for the CPA's Annual Report (4-6 weeks before the AGM) • Oversee Section Newsletter • Submit Section Newsletter for Best Section Newsletter Award *(optional)* Section Webpages: • Oversee Section's webpages (submit changes to CPA Webmaster for posting) Convention Tasks: (Accessible September through January) • Nominations for featured speakers and submissions to other section program sessions • Identify reviewers • Identify or serve as Review Coordinator (The review system is accessible once all reviews have been completed) • Submit request for catering for Section Annual meeting • Create a submission for: Section Annual Meeting (Section Program) Reception (Section Program) - Optional

† In some Sections, the Chair may assign any of the noted tasks to a Section Executive or other designated representative

	Section Featured Speaker or Section Featured Symposium (Section Program) - Optional Pre-Convention Workshop – Optional
Chair-Elect	Tasks are as assigned by Section Chair
Past Chair	Tasks are as assigned by Section Chair
Treasurer‡	Tasks are as assigned by Section Chair, but are generally specific to the Section's financial management: • Oversee Section finances
Secretary	Tasks are as assigned by Section Chair, but are generally specific to the Section's administration and communication: • Send emails to Section membership as requested by Chair • Oversee Section's webpages or send communication to Section
Reviewer (Sept.-Jan.)	• Peer review general submissions for this Section
Review Coordinator (Sept. –Feb.)	• Coordinate review of general submissions for this Section • Adjudicate for submissions where reviewers disagree • Submit final accepted submissions (* The review system is accessible once all reviews have been completed) • Review convention schedule
Student Representative	• Provides student perspective on all matters related to Section functioning • Reports to students on Section's activities
Membership Coordinator	• Display address list of members • Send emails to Section's membership
Member at Large	• Duties as assigned by Chair
Newsletter Editor	• Develop Section's newsletter • Coordinate distribution of newsletter to section members • Secure posting of newsletter on Section's webpages
Website Editor	• Oversee Section's webpages

‡ In some sections, one person may hold the position of Secretary-Treasurer and thus be responsible for both positions' tasks as noted above

5. Section Dues and Fee Invoicing

Sections may establish membership fees, which will be collected by Head Office. It is recommended that the specific fee not be specified in the Section By-Laws, insofar as the Association's By-Laws require Board approval for any change to a Section's Terms of Reference. Membership fees can be changed by the Section through an email vote or through a vote at the Section's Annual Business Meeting.

A list of all Sections and their designated membership fees will be included in the annual CPA membership renewal sent to CPA Members, along with a request for an indication of which Section(s) the CPA member wishes to join. The CPA membership renewal statement also will indicate the Section(s) a member joined in the previous year, together with the fees due for maintaining membership in the Section(s).

Changes in Section membership fees must be reported directly to the CPA's Sections Administrator (sections@cpa.ca) no later than September 15th for the new fee to be included in the annual CPA membership renewal statement.

Three times per year, January, April and October, the Finance Coordinator direct deposits into the Section's bank account the total collected as Section fees during the quarter (minus a CPA administration fee for each member: $2.00/section member/special or international affiliates and $1.00/student/international students).

5.1 Section Bookkeeping

In response to direct feedback from Sections regarding the difficulties in transferring signing authority from one Section Chair to the next and managing the administrative burden of overseeing the Section's financials, the CPA Head Office moved to a centralized banking system in 2014, in which all Section bank accounts were held at one centralized bank.

Since that time, we further transitioned to an internal bookkeeping model where all accounts were closed and transferred into one Sections account. The CPA finance department issues all payments on behalf of each of Section and oversees all the bookkeeping on behalf of the Section. Monthly and quarterly statements are provided to the Sections.

As always, each Section has full control over how funds in their account are spent. Section Chairs and Treasurers provide written instruction to the finance department for disbursement of funds (sectionfinance@cpa.ca). Permission to access and use funds is not required by the CPA.

5.2 Section Annual Financial Report

The CPA Finance Department provides Sections with an annual financial report for each fiscal year end (January-December) by January 31 of the following year. The Section's approved budget for the current year must also be submitted to head office at that time. A template for the budget will be sent to Sections by CPA Head Office in early January.

5.3 Surplus Accumulation

Generally speaking, Sections should not retain excessive surpluses from year to year – the funds collected from Section Members are expected to be spent in furtherance of the goals and objectives of the Section. While having some money in the bank is always wise, it should not exceed 50% of any years' annual dues. In some special cases, the Section may be saving funds from multiple years to pay for a future event or purchase – this is allowed, but this plan should be transparent to the Section Members, and reported upon each year in the annual report.

In recent years, excessive surplus accumulation has attracted the attention of Canada Revenue Agency – if a not-for-profit entity such as a Section is acquiring surplus funds, it calls into question the Not-for-Profit status of that entity. Sections may only hold a maximum of $5,000.00 in their bank accounts at year end. Surplus funds will be transferred to a Section Support Fund to be used for special Section related initiatives as designated by the CPA Board.

6. Section Management System (SMS)

The Section Management System (SMS) was developed to assist Section Chairs in managing a Section's administrative tasks including sending emails to your Section.

Section Chairs may login to the Section Management System by going to CPA's Members Only Area: https://secure.cpa.ca/apps/Membership?returnUrl=%2Fapps%2FPages%2Fmy-profile.

6.1 New Section Executive Members

Sections are responsible for advising CPA Head Office (sections@cpa.ca) by July 1st of all changes to the Section executive as well as the CPA webmaster so that they can be updated on the Section webpage, if necessary.

7. Section Communication

7.1 Canada's Anti-Spam Legislation

Section Chairs may communicate with their members via emails typically sent through the CPA's SMS. In accordance with Canada's anti-spam legislation (in effect July 1, 2014), individuals joining any Section will be required to indicate their express consent to receive either/both communications via email (if the Section has one) from each Section the person chooses to join.

7.2 Logo and Letterhead

In consultation with the Section Chairs, the CPA Head Office staff has worked with the CPA Board to develop a logo to represent all Sections. While the logo is standardized in look, it identifies each Section by name.

Since Sections do not represent the Canadian Psychological Association as a whole, they have typically not been supplied with CPA letterhead. In special circumstances, authorization to use CPA letterhead has been granted to Sections by the Chief Executive Officer or President. However, with the development of a Sections logo, letterhead has been created for each Section.

The logo and letterhead are primarily to be used to send invitations/correspondence to speakers for the Convention and advertise information regarding the Section and Convention.

Logos and letterhead will be sent to each Section Chair.

7.3 Section Webpages

Each Section has a set of pages on the CPA's website. Corporate policy mandates that the home page of each Section's website has contact information for the Chair, an outline of the Section's mission, and a link to CPA's Membership pages. Beyond those requirements, Sections do have creative license in what other information they want to include on their webpages. Sections can work with the CPA's Webmaster (webmaster@cpa.ca) to change/add any design elements of their choosing.

The CPA asks that Sections ensure that the content on their webpages is up-to-date. At any point, a Section Chair can contact the CPA's Webmaster for assistance.

7.4 Psynopsis

Psynopsis, Canada's Psychology Magazine, is a vehicle by which the CPA, CPA members, and those outside of psychology communicate with the diverse psychology community in Canada.

Space in each issue of *Psynopsis* is made available to Sections in order to provide a formal mechanism for communication to Section members and to all other members of CPA. The Managing Editor may solicit content for the space by direct correspondence with each Section prior to each volume; however, Section contributions may be sent at any time directly to the Managing Editor (psynopsis@cpa.ca). *Psynopsis* is published four times a year. More information and the deadlines for submissions can be found here https://cpa.ca/psynopsis/.

Psynopsis accepts submissions of up to 900 words, preferably related to the issue's theme, which is noted on the CPA's website (http://www.cpa.ca/Psynopsis/). Editorial policies and submission instructions can be viewed online at http://www.cpa.ca/Psynopsis/psynopsiseditorialpolicy.

7.5 Section Newsletters

Sections are free to develop and circulate their own newsletters. However, each newsletter must carry the following disclaimer: "The opinions expressed in this newsletter are strictly those of the authors and do not necessarily reflect the opinions of the Canadian Psychological Association, its officers, directors, or employees".

The CPA recognizes the efforts that Sections put into creating and maintaining their newsletters. The newsletters serve as an important communication tool to help keep members informed and involved in the Section and in the CPA. In recognition of this effort, the CPA gives an award for the best newsletter distributed by a CPA Section. The winner will receive a monetary award of $250 and will be highlighted on the Spotlight & News sections of the CPA website.

To be considered for the award, Sections must send an electronic copy of their best newsletter issue from the previous calendar year to CPA Head Office (membership@cpa.ca) by February 1. The membership committee will review all the entries received and select a winner. The following criteria will be used to determine the winner:

- Informational content;
- knowledge translation;
- engagement/interest;
- design/creativity;
- contributions from multiple individuals;
- student content; and
- Francophone content.

8. Section Reporting

8.1 Section Annual Reports

Sections are responsible for submitting to CPA Head office, annual highlights summarizing their activities for the year. In April, Section Chairs will receive an electronic form from CPA Head Office to be completed with information required for the CPA Annual Report.

Highlights are published in the CPA Annual Report distributed at the Annual General Meeting and posted on the CPA website.

9. Sections and CPA Governance

9.1 Interaction with Government, Media and Other Agencies

From time to time, the Board of Directors may request the input/assistance of a Section in respect to certain issues for which the Section is best placed given their subject matter expertise.

Sections may, on their own initiative, interact with government offices or other agencies, but they must be very careful to indicate that they are not representing, in any official way, the Canadian Psychological Association unless they have received written authorization from the President or Chief Executive Officer to do so.

9.2 Council of Sections

All Section Chairs sit on the Council of Sections. The Chair of the Council of Sections is a CPA Board member elected from amongst the Section Chairs for a 3-year term. The Chair of the Council should be kept informed of the actions and activities of each Section. This enables the coordination of joint or overlapping activities of Sections dealing with common issues and problems confronting Sections, and reporting to the Board on matters requiring its attention.

An Annual Meeting of the Committee on Sections is held during the Annual Convention. It is recommended that, for each Section, both the outgoing and incoming Chairs attend the meeting. However, only one of these representatives may vote when matters come to a vote. Normally, the voting representative would be the official representative for the Section at the time of the meeting. The CPA will cover 1 night accommodation for 1 Section representative to attend the meeting; Section Chairs and members are encouraged to book accommodations in the CPA's designated hotel block at the convention venue.

10. Sections and CPA's Annual Convention

10.1 Section Convention Program

Sections play a key role in the annual convention's programming; each Section can contribute to the development of a program their specific Section as part of the CPA's Annual Convention.

The Convention submission system opens in early October at which time Sections can submit their respective programs via the Section Management System, the submission deadline is November 1. Nominations for Section Featured Speakers are reviewed and approved by the Convention Committee.

CPA Convention staff do their best to avoid scheduling specific section programming at the same time as other section programming; this is dependent on the number of accepted programming hours and speaker availability.
Each Section is allotted three guaranteed hours for their section program, one hour of which is taken for the section annual meeting (mandatory). The remaining two hours can be used towards a section featured speaker or symposium (optional), reception (optional), or awards/reception (optional). See table for additional details. Should a Section wish to use these hours in a manner other than noted, Sections are asked to contact convention@cpa.ca

CPA SECTION CONVENTION PROGRAM			
Requirement	**Type of Presentation/ Submission**	**Description and Time-Allotted**	**Deadline for Submission**
Mandatory	Sectional Annual Meeting	55-minute meeting conducted by the Section Executive	November 1st
Optional	Section Reception	55-minute informal gathering hosted by a Section	November 1st
Optional	Section Featured Speaker§	• 55-minute formal presentation by psychologist/expert in field. • CPA covers the expense of registration for 1 speaker per Section. All other costs are at the expense of the Section.	November 1st

§ Instead of a Section Featured Speaker, the Section may choose to have the Section's Chair deliver an address or convene a Section Featured Symposium; in the case, of the Featured Symposium, the CPA will cover the expense of registration for the symposium convenor only.

10.2 Section Annual Business Meeting

It is mandatory for each Section to hold an Annual Meeting at the CPA Convention. The time and place for this meeting is scheduled by the CPA's Convention Program Manager; Section Annual Meetings are spread out across the three days of the convention at times that ideally do not conflict with accepted/scheduled presentations.

Elections of new Section executives take place (or election-by-email results are announced) at the Section's Annual Meeting. Financial reports are also received, and budgets approved (unless such approval has been carried out by email, in which case the results are announced) during the Annual Meeting. In addition to these matters, activities and issues are discussed, future plans approved, nominations for Invited Speakers for the next Convention solicited, and all other relevant business issues are discussed at the Annual Meeting.

10.3 Featured Speakers

As noted in the CPA Section Convention Program Table, each Section may have a Section Featured Speaker as part of their Section Program in the Scientific Program.

More than one Section may sponsor the same nominee. A joint nomination is appreciated by the Convention Committee because of the assumed wider appeal to the general membership.

Convention registration fees will be waived for the Section Invited Speaker provided a fee waiver form, which is sent out by the Convention Department in early March is completed. The CPA does not provide or cover an honouraria for Invited Speakers; however a Section(s) is free to cover such costs for an Invited Speaker for whom an honorarium might be required.

10.4 If Your Featured Speaker is Selected

If your nomination is approved, your Section is required to provide the Convention Program Manager with the following information so that appropriate arrangements can be made:

By December 1

a. The name of the designated individual who has assumed responsibility for ongoing communication and assistance to the speaker, including meeting and hosting the speaker at the Convention, ensuring the speaker is not left on his/her own, etc.
b. A photograph of the speaker
c. Title of the address
d. A 200-word abstract
e. A small notice of fifty words or less to publicize the speaker in the Winter issue of *Psynopsis* and/or on the CPA's Convention website

Approved Section Featured Speakers must register for the convention; as noted elsewhere, they will receive a registration fee waiver form. The Convention Program Manager ensures that a badge is printed for the speaker, that a letter of thanks is sent out after the Convention, and that reimbursement and final statements are addressed.

10.5 Procedures for Proposing Pre-Convention Workshops

Pre-Convention workshops are held at the same site as the Annual Convention. Workshop duration can be a ½ day or 1 day in duration, but should not exceed one full day. A Pre-Convention Workshop may be submitted by one or more Sections, or by one or more individual CPA members/affiliates.

Submissions for Pre-Convention Workshops should be made via the Convention Submission System on or before the November 15th deadline. Submissions should include:

a. title of the workshop;
b. a brief outline of the workshop;
c. the curriculum vitae and photo of proposed instructor presenter;
d. enrolment predictions and limitations;
e. space (size and number of rooms, break-out rooms), audio-visual equipment (e.g. overhead projector, slide projector, flipchart, screen, etc.), and other facilities required;
f. an abstract of the workshop and information on the presenter/instructor that is to be used as advertisement in Psynopsis and the registration form; and
g. method to be used for evaluating the program.

Pre-Convention Workshop submissions are submitted through the abstract submission system. All submissions are initially reviewed by the CPA's Continuing Education and Professional Development Advisor for determination of suitability for Continuing Education (CE) credits; it is then sent to the designated Section for further content review and approval.

The budget and logistics of PCWs will be the responsibility of the CPA. Registration fees will be set based on a minimum number of 20 participants to cover the following expenses: catering (breaks for both half and full, lunch for full), basic AV costs (podium, microphone, screen, projector), administration fee, and room per workshop. The CPA will also provide a travel/accommodation reimbursement of up to $1,000.00 per workshop (i.e., not per presenter) for PCW presenters.

- PCWs that do not meet the minimum number of registrants by a pre-determined date will be cancelled, with the CPA covering any fees incurred before this date.
    - Should the workshop sponsor/organizer(s) wish to proceed with fewer than 20 registrants after the pre-determined cancellation deadline, any expenses not covered by registration fees will be the responsibility of the workshop sponsor/organizer(s). This includes any cancellation fees incurred after the pre-determined cancellation deadline.
- Any revenue after coverage of workshop expenses will go to the sponsoring section(s) or organizer(s).

- Sponsoring sections or organizers may choose to offer a speaker honorarium or provide additional coverage for travel/accommodation expenses. The CPA will not contribute funds toward speaker honoraria.
- PCPDW presenters will receive a complimentary registration for their specific PCPDW.

Pre-Convention workshop presenters are responsible for booking their own travel and accommodations

10.6 Call for Submissions for Regular Convention Program

The CPA Head Office includes the Call for Submissions in all of the CPA's communication mechanisms (e.g., CPA News, *Psynopsis*, CPA and Convention websites, social media). It also sends notice of the opening/call to the Section Chairs, all Departments of Psychology and all Provincial Psychological Associations.

10.7 Review Procedures for Submissions for Regular Convention Program

Sections play a key role in the review and selection of papers/presentations for the Annual Convention's Scientific Program.

Sections are responsible for finding individuals to serve as reviewers for any submissions that come into a given Section, as well as finding an individual to serve as Review Coordinator – note that the Chair is generally not permitted to serve as the Section's Review Coordinator. At least two reviewers must be found per Section to facilitate double-blind review for each submission; the number of reviewers is dependent both on the number of submissions a Section receives and how many submissions a pair of reviewers is assigned.

Reviewer's names must be added to the Section Management System for a given Section, as must the name of the Review Coordinator.

The Review Coordinator is responsible for vetting and coordinating the Section's review of the submissions. In the event of disagreement between reviewers on a given submission, the Review Coordinator acts as arbiter; given this, the Review Coordinator **may not** act as a reviewer.

Convention Staff compile all submissions according to Section area(s) noted in the submission; Review Coordinators are notified by email when the compilation is complete and when reviews can begin; at this point, the online review system, which is accessible through the Section Management System, is opened.

Once all reviews are complete, it is the Review Coordinator's responsibility to rank all of the submissions in the Review System if so required by the Convention Department; contingent on space at the convention venue, ranking is not required if space is not an issue. Once a first iteration of the schedule is complete, it is sent to the Review Coordinator for their review and identification of any scheduling conflicts.

10.8 Student Awards

Several Sections offer awards for student papers/presentations, which are to be delivered either during the Annual Convention's Scientific Program or during the Section's Program. Sections which offer such awards must establish their own policies and procedures regarding the adjudication and disbursement of these awards. The nature of the award varies from Section to Section. For example, some award a certificate, some award money, some award both, etc.

The way Sections accept submissions for Student Awards varies. For example, some Sections send a "Call for Submissions" to their members, asking that students submit a duplicate of their Convention submission to the Section in order to be considered for a student award. Others rely on the Section's list of student affiliates and match this list to papers that are accepted during the Section's review of general Convention Program submissions. Some consider student papers/presentations that are part of the Section program.

11. Liability Insurance for Section Chairs

The CPA's Directors and Officers policy covers Section Chairs. That said, it covers them only for activity they undertake solely on behalf of the CPA, not for an activity they might undertake as a psychologist but is not being done for or on behalf of the CPA.

The CPA's current policy is as follows:
"The Insurer shall pay on behalf of the "Insured" all "Loss" the "Insured" becomes legally obligated to pay for any "Claims" arising from a "Wrongful Act" performed by an "Insured Individual" solely on behalf of the "Organization".

The "Insured Individual" is defined in the policy and includes "any person who was/is/or becomes an elected or appointed member of the Board of Directors, officer, member of the Trustees, member of the Board of Managers, Executive Officer, employee, volunteer, or member of a constituted committee, of the Insured Organization."

Section Executive querying their coverage for a specific activity are best to check specifically with the CPA's broker since it is likely not all would fall under that definition (e.g., webinar presentations, media interviews).