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The purpose of this **Component Guide** handbook is to serve as a quick reference guide outlining the responsibilities of Components, Component Chairs, and Component Members, to set forth some of the terms and conditions under members accept appointment to those positions, and to provide information and resources to assist in administering those responsibilities. For more detailed information and to ensure the most up to date information before taking action, please refer to the [APA Bylaws and Operations Manual](#) as this handbook may not include all the relevant information since its purpose is to be a quick reference.

APA PARTICIPATION POLICY

The American Psychiatric Association's policy is to promote an environment of mutual respect, well-being, and collegiality. APA values and benefits from the diverse opinions its members hold on the issues with which the Association and the psychiatric profession are confronted. Each Component member must ensure that the work of their Component take into account principles of diversity, inclusion and antiracism. All individuals agree to conduct themselves in a manner appropriate for health care professionals. This includes respect for the intellectual property of others and the avoidance of aggressive or inappropriate behavior towards others including colleagues and APA Administration. Individuals participating in APA components agree to listen respectfully to all views presented, be courteous to others regardless of whether you agree or disagree with the views presented, and to exhibit the professionalism and collegiality expected of members of the profession. If an individual believes that this policy has been violated or acceptable social decorum has otherwise been breached, he or she shall contact the APA Executive Office and/or APA President to help with the situation. APA reserves the right to remove access rights to any individual violating this policy. In connection with your appointment, please review and comply with the *Guidelines Regarding Use of APA Titles in Non-APA Business* available [here](#).

COUNCILS*

APA Councils are established by the Board of Trustees dedicated to specific topics of interest and to carry out the work of the Association. Members are appointed by the President-Elect of the Association *usually* for a three-year term. However, some specialized committees may have longer terms. The members of an APA council are responsible for carrying out the work of the Council or committees within the Council they may be assigned to. The Chair of the Council coordinates with the Administration Liaison to ensure that the Council work is done. The Administration Liaison acts as a facilitator to ensure that information flows between the members of the Council and the appropriate APA Administration.

Councils are administrative links between their reporting components and the Joint Reference Committee. They are authorized to create and eliminate informal work groups and to act, subject to Board approval, within its area of interest to implement the objectives of the organization.

Responsibilities

A council's primary responsibilities are: to serve the mission and goals of the APA by implementing the council's charge; communicate with the Board, JRC, Assembly and other leadership groups; provide information and feedback to the Assembly on relevant issues to both the Assembly and the councils; work collaboratively with other councils on topics.

Standard Composition

- Up to 12 voting members (including the Chairperson) with a vote on council actions (one member of the Council must be an ECP; one member of the Council will be from the Assembly);
- Corresponding members, without a vote on council actions, may be appointed at the discretion of the President;
- Appointments/End Tenures will be staggered to ensure continuity on the Council;
- Up to two consultants may be appointed as needed, but only in very rare instances and you should seek Governance feedback before making such a recommendation; and where

applicable, a current member of a Council may be identified as a liaison to a subspecialty organization.

Fellowship Program Participants on Councils

- One Fellow assigned to the Council will have voting privileges on the Council for the tenure of their assignment as a Fellow to the Council.
- This individual will be chosen from amongst the fellows assigned to the council, by the fellows themselves.

Budget/Conduct of Business

- Fall Components Meeting and one meeting at the APA Annual Meeting each year (at no cost to APA other than administration time and meeting room);
- Electronic Meeting Budget [Video/web conferencing; conference calling];
- Expenses/costs above and beyond these standard costs must be requested, along with a rationale, during the APA budget cycle;
- Component members do not receive remuneration for their services, except that Members may be reimbursed for component expenses (where applicable) in accordance with APA policy. Corresponding members do **not** receive reimbursement.

COMMITTEES*

Committees are established within a council to perform ongoing functions (as opposed to time and task limited). Councils assess the need for a committee every three years.

Standard Composition

- Up to six voting members with vote on committee actions;

Budget/Conduct of Business

- No in-person meetings except in extraordinary circumstances and only with prior approval of Council and JRC;
- May meet at Annual Meeting or APA's Fall Components Meeting at no cost to APA (other than administration time and meeting room if applicable);
- Electronic Meeting Budget (video/web conferencing; conference calling).

Please note the APA Scientific Program Committee and IPS Scientific Program Committee have special circumstances related to their composition, conduct of business, tenure, and committee member roles and responsibilities. Please refer to [Appendix D of the APA Operations Manual](#) for detailed information or contact the APA Administration Liaison assigned to these committees.

TASK FORCES*

Task Forces are established by approval of the Board of Trustees to carry out specific, time-limited task, including upon recommendation of a council chair to the JRC (and Board), that includes charge and time frame for completion and are discharged upon submission of a final report. Task forces may be assigned to report to a council.

Standard Composition

Four members, including the chairperson, appointed by the President.

Budget/Conduct of Business

Most do not have a budget and will conduct their business via email and conference call.

WORK GROUPS*

A council is authorized to create, manage and eliminate informal work groups under its aegis. Participation on these work groups are not deemed formal component appointments. To serve on a council's work group one does not need to be a member of the council, but one must be an APA member. The composition of a work group must include members of the Council.

CHANGES IN MEMBERS' STATUS ON A COMPONENT

Resignation

A component member is able to resign from their position on a component at any time. To resign, a component member should send a letter of resignation to the component chairperson and /or administration liaison. To process the resignation, please forward the letter the Department of Association Governance at apagov@psych.org.

The President will be informed of the resignation and an individual will be appointed to complete the tenure of the member who resigned. In the event a consultant or corresponding member resigns it is possible that no one will be appointed to replace the resigned member.

Removal from Component

Component members may be asked to resign or may be removed from a component in the event that they are not actively participating on a component. If a member of an APA component misses two consecutive meetings, the component chairperson contacts the President who shall ask the member to resign from that component unless there are extenuating circumstances that prevent their attendance. The President will appoint an individual to complete the tenure of the member removed from the component.

APPOINTMENTS TO COMPONENTS*

The Board of Trustees delegates to the President-elect the authority to make appointments to components for their upcoming presidential year. During one's Presidential year, the President will continue to make appointments when vacancies arise. The President-elect appoints the participants to components – chairpersons, vice-chairpersons, members, corresponding members and consultants.

During the Fall Components Meetings, the President-elect meets with each council chairperson and administration liaison to discuss preliminary appointment recommendations. These recommendations provide valuable information on the individuals currently serving on the council and individuals who they have identified for potential appointment. Final recommendations from the council chairpersons are required by the date identified by the President-elect, which is typically at the end of October.

In making appointments, the President-elect receives recommendations from several sources. Individual members, other psychiatric organizations, members of the Board of Trustees, Assembly and the administration liaisons will make recommendations for individuals to serve on the councils and other components.

RESPONSIBILITIES OF COMPONENT CHAIRPERSONS

The chairperson is responsible for actively leading the council, engaging council members in council projects and activities, representing the council before the JRC and presiding over each meeting.

LEAD

- Ensure that the council is an effective and productive entity within the APA leadership structure.
- Lead the council.
 - Provide updates and information on the issues within the purview of council of importance to the APA and the field of psychiatry to the JRC and the Board of Trustees.
 - Assess the effectiveness and work product of committees and work groups that report to the council.
 - Ensure that referrals from the JRC are reviewed and reported to the JRC as requested and by the noted deadlines.
 - Coordinate with chairpersons of other components on issues pertinent to multiple components.

COMMUNICATE

- Encourage council members to actively participate in the council's activities including in-person meetings, conference calls, discussions, projects and requests for review and feedback from the JRC and the APA Administration.
- Maintain regular communication with the council members and administration liaison.
 - Ensure that ongoing programmatic work is initiated and completed via regular interactions of the council. (e.g. regular conference calls).
 - Hold two full component meetings per year, one during the Fall Components Meetings and one at the Annual Meeting, if possible.
- Report on the council's activities, plans and issues to the JRC at their three yearly meetings.

PARTICIPATE

- Ensure that the work of the council stays within the council's scope and adheres to APA Policy and Procedures.
- Receive and act on reports and recommendations of any subordinate components.

TIME COMMITMENT

- Monthly conference calls if applicable.
- Fall Component Meetings
 - Meeting with President-elect to discuss appointment recommendations during Fall Components Meetings.
 - Work with the administration liaison to develop recommendations for appointments.
- Meeting at the APA Annual Meeting, if possible.

SPECIFIC DUTIES OF A COUNCIL CHAIRPERSON*

- Administers the affairs of the Council and its components, according to APA policy, in a fiscally responsible manner.
- Coordinates with the chairpersons of other components on issues pertinent to multiple components.
- Participates in the deliberations of the JRC (by phone) to represent the Council as a non-voting member. If unable to attend, designates another member of the Council to attend (at invitation

of JRC chairperson).

- Schedules meetings of the Council, ensures that the agenda includes matters referred to the Council and/or components, and chairs the meeting.
- Reports on activities of the Council to the JRC and to other components where appropriate.
- Presents items and issues requiring action to the JRC together with the recommendation of Council. Includes pertinent information items in the report.
- Ensures that minutes of meetings and records of other activities of Council between meetings are kept.
- In concert with the Council, makes recommendations to the JRC and the Board concerning establishment of committees, task forces, or caucuses, or concerning termination if the need to proceed with work no longer exists or progress with a particular task is not proceeding.
- In concert with the Council, informs subcomponents of charge, time limitations if any, and budget allocations.
- Receives and acts on reports and recommendations of subordinate components in collaboration with other members of Council.
- Ensures that actions and information items for the JRC and Assembly are prepared in time to be included in the backup for the meetings.
- Collaborates with the Board and Assembly liaisons and assigned American Psychiatric Association Foundation Leadership, APAF Public Psychiatry, and SAMHSA Minority or APAF Diversity Leadership Fellows in all matters pertaining to their respective functions.
- Ensures that all components understand that reports they develop under the auspices of the APA are the property of the Association and must be approved for publication or released by the Board of Trustees for publication elsewhere.
- Ensures that all components understand that approval to seek outside funding must be approved by the Board of Trustees.
- Meets with the President-elect and Speaker-elect to discuss appointments to the Council and its components.

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| <ul style="list-style-type: none"> • From time to time, the APA Office of Corporate Communications and Public Affairs will contact you to participate in their activities: to answer incoming media calls as Chair of the Council, for potential blog opportunities (specific topics or topic of your choosing), or for review of public education content in the Patients and Families section of the APA website. Media questions come typically from Erin Connors, Senior Media Relations Specialist, and blog and website inquiries from Debbie Cohen, Senior Writer. In this capacity, you would not be speaking as an official spokesperson for APA but offering your expertise as a head of one of APA's Councils and using that APA title. If you are interested in these activities, please get directly in touch with Ginnie Titterton at gitterton@psych.org |
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DELIVERABLES*

- Work product of a council includes all work produced by the council and its members, including feedback or review on issues, reports, monographs, position statements, resource documents, etc.
- All work product created by an APA component or an individual as a member of the component shall belong exclusively to the APA and shall, to the extent possible, be considered a work made for hire for the APA within the meaning of Title 17 of the United States Code.
- Materials created by an APA component or an individual as a member of the component may not be published unless authorized by the Board of Trustees.
 - o Each member appointed to a component acknowledges that council work product is the intellectual property of the APA when they complete their online disclosures using Convey, APA's online system for disclosure of affiliations and interests.
- All councils are encouraged to consider ideas for publications and may or may not be involved in the writing of the manuscript.
- A copy of all component reports should be sent to the appropriate council chairperson and administration liaison. Chairpersons or their designees may also make verbal reports to the councils enabling them to take necessary actions on recommendations and report to the next meeting of the JRC.
- The APA is the repository for documents and records of councils. Copies of all correspondence should be sent to APA headquarters to maintain complete records.
- APA Administration facilitates the work of the council, assisting in the development of agendas, projects, etc.

RESPONSIBILITIES OF COMPONENT MEMBERS

Component members are typically appointed to three-year tenures. Consultants and corresponding members have one-year tenures. Tenure information is included within an emailed appointment letter.

Reappointment to a component, if one is eligible, is at the discretion of the President-elect. Component members are expected to actively participate in the work of the component.

COMMUNICATE & PARTICIPATE

- Actively participate in the work and projects of the component.
 - apply your expertise and experience to the issues before the component by voicing your thoughts and opinions
 - attend component meetings
 - participate on conference calls
 - respond to requests for feedback and review
 - read and review the supporting materials for each component meeting
 - maintain regular communication with the component chairperson and members
- Adhere to the APA Disclosure of Interests and Affiliations Policy.

TIME COMMITMENT

- Monthly conference calls if applicable.
- Additional workgroup meetings to conduct the work of the council, if applicable.
- One to two meetings per year.
 - One at the Fall Components Meeting. [Councils]
 - One at the APA Annual Meeting or at APAs Fall Mental Health Services Conference, if possible. [Councils and Committees]
(travel to the Annual Meeting is not reimbursed for any member)

**Note: Two consecutive unexcused absences may result in being asked to resign from the component*

COMPONENT WORK PRODUCT*

Component work product may consist of a number of tangible and less tangible deliverables. These include policy documents (position statements, practice guidelines, DSM) and non-policy documents (resource documents, task force reports, other documents). The selection of award and fellowship recipients, constituent advocacy, consultative advice, and clinical review are a few examples of other types of component work product. An important function of councils is to provide timely expert opinion and counsel to the APA on issues within the scope of the council's charge including action papers and ideas stemming from Assembly.

- All work product developed by an APA component or an individual as a member of the component shall belong exclusively to the APA and shall, to the extent possible, be considered a work made for hire for the APA within the meaning of Title 17 of the United States Code.
- Materials created by an APA component or an individual as a member of the component may not be published unless authorized by the Board of Trustees.
- All members appointed to an APA component are asked to complete their disclosures of affiliations and interests using Convey, APA's online disclosure system, when they accept their appointment. Within Convey they also acknowledge the following:

- They will receive no remuneration for their services, except that they will be reimbursed for component expenses (where applicable) in accordance with APA policy. Corresponding Members do not receive reimbursement.
- They will be indemnified against any liability, including litigation expenses that might arise against them as a result of their good faith activities on behalf of the APA.
- All Work Product created by the component or by an individual member of the component shall belong exclusively to APA and shall, to the extent possible, be considered a work made for hire for the APA within the meaning of Title 17 of the United States Code. To the extent the APA does not own such Work Product as a work made for hire and/or if state law deems them an employee because of the work made for hire provision or otherwise, they hereby assign to APA all rights to such Work Products, including but not limited to all other patent rights, publishing and copyrights, and trade secret rights.
- They agree to execute all documents reasonably requested by the APA to further evidence the foregoing assignment and to provide all reasonable assistance to the APA in perfecting or protecting the APA's intellectual property rights.
- They agree not to use or publish such materials without the express written consent of the APA. Any request for such usage should be made in writing to the CEO/Medical Director and approved by the Board of Trustees.
- They understand that the work of all APA components must reflect and work toward the aims of the Association.
- All components are encouraged to consider ideas for publication and may or may not be involved in the writing of a manuscript.
- A copy of all component reports should be sent to the appropriate component administration liaison.

APA administration liaisons facilitate the work of chairpersons and component members. They collaborate with the component chairperson to develop the agenda and supporting materials for each meeting/conference call. These materials are distributed via email to component members.

Table: Work Products: Review and Approval by Whom

WORK PRODUCT	JRC	ASSEMBLY	BOARD OF TRUSTEES	APA POLICY
Position Statements	Review	Approval	Approval	Yes
Resource Documents	Approval	FYI	FYI	No
Task Force Reports	Approval	FYI	FYI	No
DSM		Approval	Approval	Yes
Practice Guidelines		Approval	Approval	Yes
Component Charges	Review		Approval	No
Creation/Sunset Components	Approval		Approval	No
Requests to Publish Work Product	Approval		Approval	No

COUNCIL REPORTS TO THE JRC, ASSEMBLY AND BOARD

The Board of Trustees (BOT), JRC and, Assembly (ASM) meet several times each during the year.

- The BOT receives reports and actions from the standing committees of the APA (including the JRC).

- The JRC receives reports and actions from the councils.
- The Assembly receives reports and actions from the JRC and informational reports only from the councils and standing committees.

Report Format

The Department of Association Governance will send out report deadline reminders and report templates prior to each scheduled meeting to Administration Liaisons who will assist the Component Chair in drafting the report for submission.

The appropriate report format must be followed for submission. Reports not received in the correct format will be returned.

Report Deadlines

Per the APA Operations Manual, members of the Board of Trustees, JRC and Assembly are required to receive all meeting materials at least two weeks prior to the meeting. To comply with this requirement, report deadlines must be followed. When writing the report, please factor in adequate time for review to ensure meeting the submission deadline.

COMPONENT MEETINGS

The success a Component Chair achieves will largely depend on their ability to preside and guide the group to a definite goal. The following guidelines should assist with running productive meetings:

How a Meeting is Structured

Following is the generally accepted sequence, or order of business, that is observed for a meeting:

1. Call the meeting to order ***on time***;
2. Roll Call;
3. Review the minutes of the previous meeting;
4. Discuss and resolve agenda items as they are listed;
5. New Business;
6. Adjourn the meeting ***on time***.

An agenda needs to be developed and sent to all members of the component prior to the meeting. It should include all topics to be discussed at the meeting and should also include the date, location, starting time, scheduled breaks, and anticipated adjourning time. Any supporting or background material to further explain or detail the items on the agenda should also be included.

Meeting Facilitation Tips

- The Council belongs to the association, not the Chair. The Chair's primary role is as facilitator.
- Guide, mediate, probe and stimulate discussion. Monitor talkative members and draw out silent ones.
- Encourage a clash of ideas, but not of personalities. If emotions run high over a difficult issue, return the floor to a neutral person, seek a purely factual answer or take a break.
- Keep discussions on track; periodically re-state the issue and the goal of the discussion.
- In moving toward a decision, call on the least senior or vocal members first to express their views. Discussions tend to close down after senior members express strong views.
- Seek consensus; unanimity is not required.
- Announce the results of actions taken and explain the follow-up to be taken and by whom.
- Close the meeting by noting achievements.

- Following adjournment, meet briefly with the administration liaison to agree on follow-up actions and by whom.

Parliamentary Procedure

Components are not required to operate using parliamentary procedure; however, the objectives and principles of parliamentary procedure should be employed.

The objectives of parliamentary procedure include expediting business, maintaining order, ensuring justice and equity for all, and accomplishing the objectives for which the group is organized.

The principles of parliamentary procedure include courtesy and justice to all, rule of the majority while respecting the rights of the minority, partiality to none, protection of the absentee, and taking one item of business at a time.

Component Meeting Summaries

After each Board of Trustees', JRC and Assembly meeting, Association Governance develops a summary of actions that includes all actions taken by the particular body. A copy of the summary will be provided to Administration liaisons for review of items assigned to the component and dissemination to Component Chairs, which will include a deadline for reporting back to the assigning body. Component Chairs may find it helpful to start a draft agenda and insert items from the previous component reports that need additional follow-up as well as assignments from the summaries of actions so that items are not overlooked.

Administration liaisons are typically responsible for taking notes during component meetings and drafting summaries of the component meetings. These documents should detail any actions taken by the component and summarize the proceedings. Please note that they are not a detailed record of the discussions. In addition, the summary should be free of personal opinions and judgment, and descriptive phrases. Once drafted, the summary is reviewed by the chairperson for accuracy, placed on the component's next meeting agenda and then approved by vote of the component at its next meeting. Accurate minutes of a component's meeting that reflect the actions taken are important records as they document the decisions of the members and the proposals and reports of each component.

The meeting summary should include the name of the meeting; date, time and location of the meeting; list of attendees both present and absent; oral disclosures of interests; corrections and approval of previous meeting summary; actions taken and follow-up; unfinished business; and next meeting date and time.

AWARDS OF THE ASSOCIATION*

The American Psychiatric Association has numerous awards which honor a broad spectrum of psychiatric practice. Lists and descriptions of these awards may be found in the APA Operations Manual. Each award is overseen by an administrative component or one of the APA's Councils.

Nominations for an award are solicited and award nominees are selected based on the criteria established for each award. Once award nominees are identified, the administrative group that selected the slate of nominees approves one nominee for approval by the appropriate Board. The component and the liaison must ensure that all due diligence is completed on nominees before they are sent forward for approval by the JRC. This included google searches on the individual or organization to ensure that the material received is accurate and to help inform decision making.

Awards that are funded through the American Psychiatric Association Foundation are approved by the Board of Directors of the American Psychiatric Association Foundation while awards funded by the APA are approved by the APA Board of Trustees. In both cases the name of the nominee(s) along with an Award Review Form and any additional information found through searches are submitted to the approving Board. The deadline for all award submissions to the approval groups is October 1 and is sent to either the American Psychiatric Association Foundation or the JRC for final approval by the APA Board of Trustees.

APA Resources

1. [APA Bylaws](#)

The Bylaws of the Association vest the Board of Trustees with the authority to make policy, manage the affairs of the Association and to formulate and implement the policies of the Association.

2. [APA Operations Manual](#)

Association polios and procedures, following the APA Bylaws, are made available to APA members in the Operations Manual.

3. [Governance Schedule](#)

A regularly updated list of APA and APAF meetings are available on the [APA Governance Website](#).

4. [Council Webpages](#)

Located on psychiatry.org, Council webpages contain the Council charge and Council members.

5. [Policy Finder](#)

Search the policy finder for official APA position statements. Position statements, developed and adopted through a well-defined process, provide the basis for statements made on behalf of the APA before government bodies and agencies and communicated to the media and the general public. Position Statements are reviewed every five (5) years by the appropriate component(s).

6. [Resource Documents](#)

Resource documents are collections of information, data, and reviews of the literature developed by APA components and administration that are useful and needed by APA and members and by the field. They do not represent APA policy.

Notes

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