

Terms of Reference for Executive Committee Members of PsySSA
Divisions

It is necessary that all individuals elected to the Executive Committee of a PsySSA Division:

- Abide by the Constitution of PsySSA and the Constitution of the Respective Division at all times and conducts themselves accordingly (article 13 for Divisions)
- Ensure that they are a paid up member of PsySSA and the respective division, and intend to re register for the term in the new year
- Refrain from making any commitments on behalf of PsySSA without consulting and reverting to the appropriate PsySSA structures
- Declare any conflict of interest to PsySSA upfront
- Refrain from divulging any of PsySSA’s confidential information
- Contribute towards fulfilling the objectives and obligations of the Division to both the Society and its members
- Actively participate in all the activities that the Division plans to undertake for the year by committing to the tasks that are required
- Represent the Division at all divisional meetings. Chairs will represent the Division at Council in March and September.

Divisional Executive Committees ought to:

- Submit a year-plan to the PsySSA Office by the end of January of each year
- Inform the PsySSA Office on an ongoing basis of all activities undertaken by the Division
- Timeously submit all minutes, PsyTalk articles, Annual Report submissions, etc to the PsySSA Office
- Commit to reporting on activities of the Division in a brief report to be submitted one month in advance of the PsySSA Council Meetings (March and September).

I _____ hereby commit to abide by the Terms of Reference for PsySSA Executive Committee members of PsySSA Divisions

Signature: _____ Date: _____

Witness 1: _____

Witness 2: _____

<p>For Office Use only:</p> <p>Date Received</p> <p>_____</p>
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