

IAAP Division guide

IAAP mission	2
About Divisions	2
Division 1 – Work and Organizational Psychology	3
Division 2 – Psychological Assessment and Evaluation	3
Division 3 – Psychology and Societal Development.....	3
Division 4 – Environmental Psychology	3
Division 5 – Educational and School Psychology	3
Division 6 – Clinical and Community Psychology.....	3
Division 7 – Applied Gerontology.....	3
Division 8 – Health Psychology.....	3
Division 9 – Economic Psychology	4
Division 10 – Psychology, Law and Ethics.....	4
Division 11 – Political Psychology.....	4
Division 12 – Sport Psychology.....	4
Division 13 – Traffic and Transportation Psychology	4
Division 14 – Applied Cognitive Psychology	4
Division 15 – Psychology Students and Early Career Psychologists.....	4
Division 16 – Counseling Psychology	5
Division 17 – Professional Psychology	5
Division 18 – History of Applied Psychology	5
Divisions Organization	5
Formation and dissolution of a Division	5
How to join a Division	6
Division Organization and Structure	6
Call for Nominations.....	8
Meetings.....	8
Communications.....	8
Website.....	8
IAAP journals and bulletin.....	9
<i>Applied Psychology: Health and Well Being (AP:HWB)</i>	<i>9</i>
Social network	9
Member's area (intranet)	9
Emailing members.....	9
Newsletters.....	10
Discussion forums	10
Activities and Reporting	10
Funding	12
IAAP Operations Center	13
Operations Center Staff.....	13
Appendix 1 – Nomination form.....	14
Appendix 2 – Activity report and possible Division activities.....	16
Appendix 3 – Budget funding application.....	18



IAAP mission

The main mission of the International Association of Applied Psychology (IAAP) is to promote the science and practice of applied psychology and to facilitate interaction and communication among applied psychologists around the world.

About Divisions

Much of the work of the IAAP is achieved through its Divisions.

The Divisions pursue the scientific and professional interests of IAAP members working in various sub-fields of applied psychology.

There are currently 18 Divisions:

1. Work & Organizational Psychology
2. Psychological Assessment & Evaluation
3. Psychological & Societal Development
4. Environmental Psychology
5. Education & School Psychology
6. Clinical & Community Psychology
7. Applied Gerontology
8. Health Psychology
9. Economic Psychology
10. Psychology, Law & Ethics
11. Political Psychology
12. Sport Psychology
13. Traffic & Transportation Psychology
14. Applied Cognitive Psychology
15. Psychology Students & Early Career Psychologists
16. Counseling Psychology
17. Professional Practice
18. History of Applied Psychology

A brief description of each Division is outlined below:

Division 1 – Work and Organizational Psychology

Focuses on understanding, explaining and shaping attitudes and behavior in organizational settings and identifying conditions that promote motivation, creativity, competency, teamwork, leadership, health and wellbeing, as well as the central role of human resources in strategic organizational planning.

Division 2 – Psychological Assessment and Evaluation

Deals with the development of educational and psychological tests and their administration, the expansion of state and national educational testing programs, and the use of tests in work and clinical contexts. It also involves issues of test construction, administration and scoring, as well as adaptation from one language and culture to others.

Division 3 – Psychology and Societal Development

Is concerned in part with the ways psychology can contribute to human well-being at a societal level involving issues such as health, education, gender equality, ethnic tolerance, intergroup relations and even political disputes. Primary emphasis, however, is placed upon understanding how these are affected by different histories, cultures, ethnicities and epistemologies, and thus the call for applications of psychology to be cognizant of these differences.

Division 4 – Environmental Psychology

Examines the relations between people and their social and physical settings, considering how people both affect and are affected by characteristics of the environment. Emphasis is upon identifying ways to preserve and improve environmental quality at all scales, from the micro-scale of the design of individual rooms to the global scale, as with measures to mitigate and adapt to climate change or to protect biodiversity.

Division 5 – Educational and School Psychology

Aims to help every student achieve the highest possible degree of maturity, including intellectually, emotionally, physically and socially, and how this is influenced by factors ranging from family, school, community, society and culture to diverse teaching methods, curriculum and a school environment that promote curiosity and encourages creativity.

Division 6 – Clinical and Community Psychology

Clinical Psychology focuses on understanding, preventing, diagnosing and treating psychological, cognitive, emotional, developmental, behavioral and family problems in children, adolescents and adults. Community Psychology is concerned with building competencies, behavioral changes and agency in individuals, communities and societies, thereby enhancing the quality of life at all three levels.

Division 7 – Applied Gerontology

Is typified by three areas of interest: age (concerned with difference between people of different ages), aging (deals with changes in functioning across the life span), and the aged (focused upon the elderly). Essentially the aim is to help people adjust to age and aging so as to add life to years rather than years to life, especially through having a positive self-perception on aging and keeping active both physically and mentally.

Division 8 – Health Psychology

Focuses upon explaining and changing health-related behavior and on the role of psychological processes in health, illness, and health promotion and prevention delivery including information technology (mHealth/ eHealth, apps etc.). Topics include symptoms and their investigation; cognitive, emotional and behavioral responses to illness; cognitive behavioural interventions; and treatment behavior.

Division 9 – Economic Psychology

Promotes and discusses research, as well as policy making, on the interface of psychology and economics including topics such as money management, spending, saving and credit use and debts as well as financial and psychological preparation for retirement, money and inflation, felt inflation and consumer spending, and contra-productivity such as tax non-compliance, shadow economy and fraud.

Division 10 – Psychology, Law and Ethics

Although starting as a combination of the two separate disciplines of psychology and law, the field has emerged as one in its own right with its own epistemology, experimental techniques, and expertise. Within the field, however, there are two areas of specialization. One is based upon experimental psychology, epitomized in research into eyewitness testimony. The other is clinically oriented of which an example is the assessment of recidivism.

Division 11 – Political Psychology

Examines human behavior in a wide spectrum of settings, mainly national and international, in which psychology and political matters converge. Topics, for example, range at one level from voting behavior and political extremism through to nuclear threat and terrorism, and at another from their associated motives and attitudes (such as changing attitudes, especially among adolescents, to war and peace) through to conflict resolution and negotiation.

Division 12 – Sport Psychology

Sport Psychology is concerned with the study and application of psychological and mental factors that influence and are influenced by participation in physical activity in general, and in sport, exercise and physical education. Sport psychology may be divided into three main areas: psychology of motor learning, exercise psychology and applied sport psychology. Each of these areas has contributed substantially to the understanding of humans in movement.

Division 13 – Traffic and Transportation Psychology

Traffic and Transportation Psychology is substantially concerned with the what, the how, and the why of road safety. As well it is heavily involved in the field of evaluation of countermeasures, including work in simulators where research is often multi-disciplinary in nature involving engineers and statisticians. Specific areas in which Traffic Psychology is particularly visible include seat belts, behavioral measures relating to enforcement, the development of road signage, speed limits, driver distraction, and the older driver licensing question (when should people quit?).

Division 14 – Applied Cognitive Psychology

Concerns applications of cognitive studies arising out of interactions with allied fields such as cognitive ergonomics, psychophysics, cognitive neuropsychology, engineering psychology, human factors engineering, cognitive engineering, new information technologies, computer supported cooperative work (CSCW), cyberspaces and virtual life research, neuro-ergonomics, psychology of learning and instruction, natural language processing (speech competence, reading, writing), the legal process (eye-witnesses, face and voice identification), decision making, conflict resolution as well as creativity research and training.

Division 15 – Psychology Students and Early Career Psychologists

Aims to promote and support a network of students and early career psychologists who share a common interest in international development, teaching, trends, applications, and research in applied psychology. Activities include exchanging scientific knowledge; sharing useful information for students and early career psychologists such as mobility programs, scholarships, research grants, study and work abroad; and promoting international and cross-cultural research.



Division 16 – Counseling Psychology

Counseling psychology aims to help individuals, couples, families, groups, and organizations with their educational, developmental, career, adjustment, and emotional and health-related concerns. In so doing, it employs a wide range of assessment, counseling, and other therapeutic intervention strategies. Generally, clients experience moderate adjustment and psychological challenges as opposed to severe psychopathology, interventions are short-term, service is out-patient rather than in-patient, and emphasis is placed on preventive, culturally inclusive, and strengths-based approaches.

Division 17 – Professional Psychology

Places a strong emphasis upon evidence-based practice and covers a wide range of matters of central interest to practicing psychologists. These include accreditation, registration, quality and standards, supervision and mentoring, ethics, service delivery, workplace conditions, advertising standards, technological orientation, and political orientation and advocacy.

Division 18 – History of Applied Psychology

Fosters an historical approach to understanding, developing and reinforcing the institutional identity of our discipline. It encourages the preservation of technical reports in congresses and journals, qualitative and quantitative data collection procedures, and archival technique to keep safe documents that may well serve to maintain the identity of a tradition, a school or a national development.

These descriptions are available on the IAAP website at <https://iaapsy.org/divisions/> and will be reviewed every four years to ensure the descriptions accurately reflect the focus of each Division. If any Division wishes to modify a description, please contact the Secretary General, Luminita Patras: secretarygeneral@iaapsy.org

Divisions Organization

Divisions are organized to represent major scientific and professional interests that lie within the association.

All Divisions must comply with the IAAP Constitution and the IAAP Rules of Procedure.

A division shall have a President, a President-Elect (the Students Division shall have two Vice-Presidents instead of a President-Elect), a Past-President, and if possible, a secretary. It may also have other officers. The Division President-Elect may not be a national of the same country as the Division President. Each division may draw up and maintain its own bylaws and rules of procedure as long as they are consistent with the Constitution and the Rules of Procedure of the Association. Division bylaws or rules of procedure shall be reviewed and approved by the Board of Directors before becoming effective.

Formation and dissolution of a Division

A division may be dissolved by the Board of Directors when the number of members in the Division falls below 50 or when the Division votes to recommend dissolution. A division that is dissolved by the Board of Directors may be given the status of Interest Group with the possibility to apply for the status of Division four years later.

How to join a Division

IAAP membership is a prerequisite to join one main Division (first choice). IAAP members can join up to **four divisions** of their choice when they become members or renew their membership, and Students/Early Career Psychologists can join up to three divisions in addition to joining the Student and Early Career Psychologists division.

The members of each division are eligible for voting in their division if they have paid their IAAP membership dues for the year during which the election is held as well as the year prior to the elections. IAAP members may vote in more than one division.

Division Organization and Structure

Each Division is administered by a board called "Division Board".

The **Division Officers** are the President, the President-Elect, the Past-President and the Secretary. They constitute the Division Board.

Large divisions may have a larger Board that consists of the Division Officers, plus potentially a Newsletter Editor and the chairs of the Division committees (e.g., the committee for the following ICAP, for membership and recruitment, for online communication, for professional affairs).

Elections are held to fill the office of President-Elect. The President and the President-Elect shall not be nationals or residents of the same country at the time of the election.

The Secretary may be appointed by the President or elected.

The other positions (e.g., Newsletter Editor, chairs of Division committees) may be filled either by election or by appointment made by the President for his or her term in office.

The President, Past-President, President-Elect and next ICAP Program Chairperson serve for one term in office. While none of them can be re-elected or re-appointed for a second term, all other members of the Division Board are eligible for re-election or re-appointment once.

In accordance with the Constitution of IAAP, the **terms of office** for the Division Presidential Officers is as follows: Division Presidents, Presidents-Elect, and Past-Presidents serve for 4 years. The term of office of Division Past-Presidents ends 4 years after the end of the last International Congress of Applied Psychology and the term of office of Division Presidents-Elect begins at the end of the term of office of Division Past-Presidents. The duration of the term of office for all other members of the Division Board is also four years. It starts at the end of the International Congress of Applied Psychology (ICAP) (or on August 1st) and ends on the last day of the next ICAP (or at the end of the month of July of that year).

In case of death, severe disability, unavailability, or inactivity of a Division President, the Division President-Elect will act as Division President. If there is no President-Elect, the IAAP Executive Committee will appoint a replacement, and whenever possible, will select a replacement from among the Officers of that division.

A brief outline of the responsibilities for each position is as follows:

Position	Responsibilities
<u>President</u>	<ul style="list-style-type: none"> - To be principal contact between the Divisional committee and the Board of Directors - To be a member of the Board of Directors - To chair the meetings of the Division - To be primarily responsible for ensuring the Division meets its objectives
<u>President-Elect</u>	<ul style="list-style-type: none"> - To be a member of the Board of Directors (with no voting rights) - To deputize for the Division President as required
<u>Past-President</u>	<ul style="list-style-type: none"> - To be in charge of the division elections process
<u>Secretary</u>	<ul style="list-style-type: none"> - To receive and table at Divisional committee meetings, correspondence received from Division members, the Board of Directors and external correspondents - To prepare and disseminate the Division meeting minutes to committee members - To assist in the email dissemination of information to members - To assist in the division elections process
<u>Website liaison</u>	<ul style="list-style-type: none"> - To regularly review and upload information to the Division webpage - To be responsible for ensuring the website information is in keeping with IAAP policy on acceptable content
<u>Newsletter editor</u>	<ul style="list-style-type: none"> - To coordinate the editorial content for the Division newsletter - To source relevant articles, news, photos or other contributions - To edit all newsletter content prior to distribution - To arrange the distribution of the Division newsletter via the Division webpage and email

Division Elections Committee

The Past-President, President and Secretary of each Division constitute the Division Elections Committee. It is chaired by the Past-President and has power to co-opt other members.

If the Past-President of the Division is unable or unavailable to chair the Elections Committee, the President of the Division will act as Chair of the Committee.

If the Secretary of the Division is unable or unavailable to serve as Secretary of the Elections Committee, one will be appointed by the Chair of the Division Elections Committee.

If there is no candidate after three reminders over a one-month period for holding an election, the Chair of the Elections Committee of IAAP will co-opt a member of the Division to conduct the election of the Division.

Call for Nominations

As required in the Rules of Procedure of IAAP, **candidates for Division President-Elect** must be members “in good standing” with IAAP (i.e., members who appear in the database of members for the year of the election and the database of members updated by the end of December for the year preceding the year of the election). In addition, they must have been members of the division in which they run for President-Elect during the year preceding the election and the year during which the elections take place. (cf. **Appendix 1**).

As required in the Rules of Procedure of IAAP, candidates for Division President-Elect must be **nominated by a member of the division** “in good standing” with IAAP (i.e., a member who appears in the database of members for the year of the election and the database of members updated by the end of December for the year preceding the year of the election). In addition, each nomination must be endorsed by at least one other member of the division who is also “in good standing”. Self-nomination or self-endorsement for Division President-Elect will not be accepted as a substitute for nomination or endorsement by another Division member.

Nominees will send to the Chair of the Elections Committee a letter of acceptance and willingness for serving as President-Elect during the given term, a one-page resume, and a brief statement (maximum: 800 words) in which they highlight their involvement in Division activities to date (e.g., journal, newsletter and previous ICAP), and intended activities as President.

Before submitting a slate of candidates to Division members for voting, the Secretary of the Division Elections Committee will verify the eligibility of each of the candidates (i.e., whether or not they meet the conditions for standing for election).

The resume and the statement of each candidate for President-Elect will be made available to Division members in the section of the IAAP website dealing with the elections.

In the event that no one is nominated for the office of President-Elect during the nomination period, a second call for nominations will be launched. This call will be opened to any Division member who is willing to stand for nomination.

Meetings

In addition to face-to-face meetings held at ICAP, the Division committee and Division members should meet online (i.e., Zoom, Teams, or equivalent, to enable participants to meet at an agreed time.

Communications

Website

Each Division is provided with a section within the IAAP website at www.iaapsy.org to communicate important information about the Division to the public and to members of the Division. The IAAP Operations Center can assist in updating the Division webpage.

It is recommended that each Division appoints a person as liaison for the Division webpage to maintain current and relevant information. Members may share information via the website if the information is related to the webpages of the Division and it is acceptable content.

A Division webpage could include the following sections and information:

About Division

- description of area of interest in applied psychology
- aims of the Division
- countries represented by Division members

Division committee members

- name and contact information of the Division President, Division President-elect, Division Secretary and any other officers



Conferences and meetings

- conferences and meetings posted by Division members
- international psychology conference alerts
- associations with links to Divisions – list of websites

About Field of Psychology

- presentation of relevant information about the field of psychology (e.g., ongoing actions and events, calls for contributions, cooperation opportunities)

Latest member research

- showcase latest research by Division members
 - o email journal article information to Division website liaison, providing the headline, article title, abstract and citation details (with DOI)

IAAP journals and bulletin –

IAAP publishes two journals and the IAAP Bulletin

Journals

Applied Psychology: An International Review (AP:IR)

Applied Psychology: Health and Well Being (AP:HWB)

Applied Psychology Around the World (APAW)

formerly known as the **IAAP Bulletin** provides a round-up of news, events, and happenings in the association and is now published three to four times a year

- Each Division should contribute to the APAW, based on the theme of each issue; the themes are announced in advance. Special thematic issues can be proposed by any Division.

International

- information about international reports and public databases
- relevant UN reports, initiatives, and task forces

Evidence-based practice

- online resources

IAAP and Students as well as Early Career Psychologists

- Student and Early Career Psychologists Division – Division 15

Social network

Each Division may choose to communicate with its members via free online social networks such as LinkedIn, Twitter or Facebook. These systems are simple to use and are an effective way to brief updates and provides an opportunity for Division members to interact online.

Member's area (intranet)

A member's area is available to provide access to Division committee members only. The intranet provides valuable information and updates to assist Division committee members.

Emailing members

A **bulk email system** has been built into the IAAP website and is available for use by the Division committee.

The IAAP Operations Center can be contacted at OperationsCenter@iaapsy.org to assist Division's in accessing this system to bulk email members of a Division.

A distribution list of members is managed by the officers of each Division.



Division members can be emailed to highlight updates to the Division webpage such as recent publications, discussion papers, regional or international concerns, with links included in the email to the Division webpage.

Newsletters

A Division could appoint a newsletter editor to publish an annual or bi-annual newsletter which could be made accessible via the Division's webpage, with a link emailed to members to alert them of its availability.

The content of the newsletters could include:

- a profile of Division members
- an update on Division activities to enhance a sense of connectedness of members with the Division
- a report of activities of the Division

Contributions should also be made by Divisions to the more regular **IAAP eNews** (including for sharing the division's own newsletter to a wider audience) which will be emailed to members. IAAP eNews is designed to disseminate news about the current activities of IAAP including the Divisions.

Discussion forums

Online discussion forums can provide an opportunity for Division members to discuss topical issues, share information and ideas and for the purpose of networking.

A discussion forum moderator would be required to monitor a Division discussion forum, to ensure its participants are respectful of the rules and policies of forum behavior. Participants will also need to accept the terms and conditions of joining the forum prior to accessing the forum.

Activities and Reporting

Each year, and no later than April 1, each division shall submit to the Board of Directors a report that covers the activities of the division during the preceding two years. The Secretary-General shall remind all divisions of the report deadline no later than January 31st.

An annual report template is available in **Appendix 2**.

Each Division can facilitate the **following activities at ICAP**:

- A **Division stream** as part of the ICAP scientific program, including organizing keynote speakers, papers, posters and symposia.
- A **Division-based workshop** as part of ICAP (typically half-day/full-day)

Additional activities at ICAP could include:

- **Mentoring sessions** as part of ICAP in topic areas such as practice, research, career choices, publications
- **Peer consultation** sessions as part of ICAP (practice reviews, professional self-care, supervision issues)
- **Governance meetings**
- A joint-Division **social event** to facilitate networking as part of ICAP

Other important activities

- Stimulating students and early career psychologists' participation at the **Early Career Marathon (ECM)**, an annual online event
- Recommending division members to serve as reviewers for presentations at the Early Career Marathon
- **Organizing webinars** to disseminate important contributions and/or discussion taking place within their field of psychology
- Regularly **contribute** to the **IAAP E-News** and **Applied Psychology Around the World**

Outside of an ICAP, the following activities could be facilitated by a Division:

- Text or email contact with Division members to highlight recent publications, discussion papers, regional or international concerns (links to Division website)
- Regular newsletters/emails to profile of Division members or provide updates on Division committee activities to enhance a sense of connectedness of members with the Division
- Regional meetings of Divisions e.g., theme-oriented workshops
- Participation in international or regional conferences of psychology through symposia
- Online presentations (1-2 hours) by keynote speakers throughout the year (webinars, recorded face-to-face podcasts)
- Divisional-based Workshops held strategically as major topics/issues arise (1/2, 1 or multiple days) in time periods outside ICAP
- Online mentor systems for Division members (skype/internet)
Peer consultation opportunities through online discussion forums or Zoom (within a regional area or internationally; supporting developing areas in establishing quality psychological services)
- Member communication, promotion, recruitment and retention activities, such as distribution of a flyer
- Fund-generating activities to support a vibrant Division to develop resources, purchase online conferencing systems and to provide awards or conference support for early career and eminent psychologists
- Division awards to highlight the relevance of applied psychology to honor colleagues who have made important contributions to the field
- Actively nominate Division members for an IAAP award
- Online meetings for governance business
- Provide website links to Division Governance documents to encourage participation and conversations between the Division committee and its members.

Funding

Each division is entitled to receive, from the IAAP general dues, funds to be allocated by the IAAP Executive Committee for each division in good standing with the Association. Each division shall be entitled to receive funds on the basis of a proposed and planned activity for the coming year (cf. **Appendix 3** for the form needed for funding). The amount of these funds can vary according to the project. After receiving funds for a project, IAAP expects **a report** (cf. **Appendix 2** for the format needed the report). No distribution of funds shall be made to a division that has not submitted its annual report, unless authorized to do otherwise by the IAAP President.

Divisions can apply for budget funding for special projects by preparing a business case for consideration by the IAAP Executive Committee. The application process for funding is as follows:

1. A Budget Funding Application form (available in **Appendix 3**) is to be submitted by the Division to the Divisions Coordinator.
2. The Divisions Coordinator will review the submitted application to ensure it provides sufficient detail, such as the project description and budget, prior to forwarding the completed application form to the IAAP President and Treasurer.
3. The IAAP President will distribute the funding application to the IAAP Officers for consideration. Approval of the requested funds may be provided either in total or in part.
4. The IAAP President will provide the Division applicant with the outcome of the application for funding. The Secretary General of IAAP as well as the IAAP Treasurer will be copied in to the correspondence with the Division.
5. The IAAP Treasurer will arrange the transfer of funds to the Division and will request a financial report from the Division at the completion of the project (cf. **Appendix 2**).
6. The Secretary General of IAAP will ensure the Division provides an activity report outlining the outcomes of the project and will circulate this report to IAAP Officers.
7. The Secretary General of IAAP and the IAAP Treasurer will include the IAAP President in all correspondence regarding the funding application.

Activities to be funded must be in keeping with the IAAP general principles on the types of activities which can be funded.



IAAP Operations Center

Administration of IAAP's affairs takes place in its Operations Center. The staff is responsible for managing member records, both new and renewals, and operating the website. In addition, it supports the President, President-Elect, Secretary-General, Treasurer, all committees and task forces, 18 Divisions, and face-to-face and videoconference business meetings.

The staff also assists in the administration of congresses and conferences, and maintains the IAAP Archives.

Operations Center Staff

- Nicole Brandt, Operations Center Manager
- Kortney Incorvaia, Membership Manager

The Operations Center may be reached at

OperationsCenter@iaapsy.org or via telephone at +1 317 205 9480.

Your main contact is the Secretary-General of IAAP: secretarygeneral@iaapsy.org



Appendix 1 – Nomination form

Nomination for Division President-Elect

International Association of Applied Psychology

Name of Division: _____

This Division is seeking nominations from Members of the Division for the position of President-Elect. The term of office for this role is four years, from the end of the current year's ICAP, until the end of the next ICAP.

Eligibility

Candidates for President-Elect and their nominator must be members who have paid their IAAP membership fee for the current year and the year prior to the elections, and who have also been members of the Division during the year preceding the election and the year during which the elections take place.

Each nomination must also be endorsed by at least one member of the Division who is also a Full Member. Self-nomination or self-endorsement for Division President-Elect will not be accepted as a substitute for nomination or endorsement by another Division member.

Nomination

*We, the undersigned, being Members of the abovementioned Division,
hereby nominate* _____

(print name)

for the position of Division President-Elect.

Nominator		Endorser	
Name		Name	
Address		Address	
Signature		Signature	
Date		Date	

Page 1/2

Nomination for Division President-elect

International Association of Applied Psychology

Statement of involvement

The following is a brief statement highlighting the nominee's involvement in Division activities (e.g., journal, newsletter and previous ICAP) (maximum: 500 words):

Statement of acceptance

I, _____ accept nomination for the position of Division President-Elect.
(print name)

- *I have provided a one-page resume and brief statement of my involvement in Division activities*
- *I understand that my resume and statement of involvement will be made available in a members-only section of the Division's election website*
- *All information as part of this nomination is true, correct and not misleading.*

Signature _____ Date _____
(sign name)

Nominations are to be submitted by the nominator to the Chair of the Elections Committee prior to the close of nominations date.

Page 2/2

Appendix 2 – Activity report and possible Division activities

Annual Division activity report

Each year prior to April 1, each Division submits a report to the Board of Directors. The report covers the activities of the Division during the preceding year. Please link the actions to the United Nations ***Sustainable Development Goals*** (<https://sdgs.un.org/goals>)

Division President Name: _____

Division: _____

Year: _____

List any successful activities/ initiatives held by the Division in the previous year:

-
-
-
-
-
-
-
-

List any not-so-successful activities/ initiatives held by the Division in the previous year and how these can be improved:

-
-
-
-
-
-
-
-

List any activities/ initiatives the Division is considering in the coming calendar year:

-
-
-
-
-
-
-
-

Appendix 3 – Budget funding application

Divison name:

Title of event or service requiring funding:

Date/timeframe for the special project (include start date and duration):

Funding amount being requested (specify currency):

Purpose of the special project and expected outcomes:

Proposed budget estimate for the special project:

Income e.g. event registrations, sponsorship (if applicable):

Total income:

Expenses e.g speaker costs, venue hire, equipment, payment for services, development costs, travel:

Total expenses:

Estimated financial balace of the special project:

Proposed grant expenditure reporting method (Expenditure of funds should be recorded with receipts for purchases, interim reports provided (please specify timeline) and a final report submitted on the outcome of the special project):

Contact for funding application:

Name:

Division:

Email:

Telephone:

Date of funding application: