Administrative Bodies

Executive Board

The members of the Executive Board are President, President-Elect, Past President, Financial Officer/Secretary, Division Representatives to APA Council, Conferences and Programs Officer, Publications Officer, Communications Officer, External Affairs Officer, Membership Services Officer, Professional Practice Officer, Instructional and Educational Officer, and Research and Science Officer. The Executive Board is elected by the membership and has general supervision over the affairs of the Society. At its various meetings, the Executive Board makes policy and decisions by majority vote.

Reference: Bylaws

Emergency Action Subcommittee

During the intervals between Executive Board meetings, an Emergency Action Subcommittee of the Executive Board is empowered to act on behalf of the Executive Board when, in the President’s judgment, time does not permit contacting all members of the Executive Board before an action is needed. The members of the Emergency Action Subcommittee are determined in accordance with Bylaws Article IV, Section 3. Actions of the Emergency Action Subcommittee require a unanimous vote. Actions taken must be reported in full by the President at the next scheduled meeting of the Executive Board.

Reference: Bylaws

Standing Committees

From the Bylaws, Article VII:

Standing committees of the Society are permanent committees formed to do their work on a continuing basis. Standing committees shall be established by majority vote of the Executive Board. The authorization or reauthorization for each standing committee of the Society will be for a maximum period of five years. Continuation of a standing committee after five years will require reauthorization by a majority vote of the Executive Board. If the continuation of a committee is not authorized, a change to reflect this decision will require a majority vote of the Executive Board.

Further details may be found in the "Committee Sunsetting" document.

The standing committees of the Society consist of:

Conferences and Programs
- Program-APA
- Program-APS
- Program-SIOP
- Conference
- Workshops

Publications
- IOP Journal
- Organizational Frontiers Series
- Professional Practice Series
- Publications Board
Ad Hoc Committees

From the Bylaws, Article VII:

Ad Hoc committees may be established by the President with consent of the Executive Board. Ad Hoc committees will be for the purpose of addressing a need not able to be filled by current standing committees. Ad Hoc committees will be appointed by the President of the Society with the advice and consent of a majority of the Executive Board. The authorization or reauthorization for each Ad Hoc committee of the Society will be for a maximum period of two years. Continuation of an Ad Hoc committee after two years will require reauthorization by a majority vote of the Executive Board. Staffing of a reappointed Ad Hoc committee shall be made by the President of the Society with the advice and consent of the Executive Board and may include reappointments of current members of the committee to a maximum of four years service on the Ad Hoc committee.

Ad hoc committees will be assigned at the time of their creation to a portfolio and may request budget for performance of their functions as part of the annual budgeting process.

Further details may be found in the “Committee Sunsetting” document.
The ad hoc committees of the Society consist of:

- External Relations
- Local I-O Group Relations
- Licensing, Certification, and Credentialing
- Government Relations Advocacy Team (GREAT)
- Support, Planning, and Research (SPARC)
- Women’s Inclusion Network

**Task Forces, Working Groups, and Initiatives**

Task Forces may be appointed by the President upon consultation and agreement with the President-Elect and Past President. The President will prepare a written charge for any Task Force so appointed that specifies its purpose, reporting requirements, and expected duration. The President will appoint Task Force Chairs in consultation with the Presidential Trio; members of Task Forces will be selected by the Chair with approval by the President. The President at her/his discretion may extend the duration of Task Forces, but such duration may not exceed three years without approval of the Executive Board by majority vote. Task Forces may be assigned budgets only with the express approval of the Executive Board by majority vote. Such budgets may not be extended without additional approval.

The terms "working group," "work group," and "initiative" may be used interchangeably with "task force," depending on the situation. These other types of team structures will be subject to the same rules and processes as described above for task forces.

**Administrative Office**

The Society maintains an Administrative Office in Bowling Green, Ohio:

Society for Industrial and Organizational Psychology  
440 East Poe Rd, Suite 101  
Bowling Green OH 43402-1355  
Phone: (419) 353-0032  
Fax: (419) 352-2645  
E-mail: siop@siop.org

The Administrative Office manages the day-to-day operations of the Society and coordinates many other vital tasks. The office is managed by a full-time Executive Director and a professional staff.

The role of the Administrative Office includes, but is not limited to:
- responding to member and non-member inquiries
- managing the membership application and dues payment processes
- facilitating event planning, including venue selection and management, event registration, proposal submission and review, continuing education administration, and partnership sales
- general and specific marketing and communications of Society activities
- maintaining financial, audit, and tax records and preparing financial reports
- managing the SIOP web presence and publications
- supporting all Executive Board and Committee activities and initiatives
- providing administrative support to the SIOP Foundation

The full range of Administrative Office activities are described in internal office documents, including the Program of Work as well as individual staff member job descriptions and documentation.