

## **NJPA Foundation Training/Operations Manual**

**Approved at 11/27/17 NJPAF Meeting**

### **I. Organization Structure**

The New Jersey Psychological Association Foundation was established in 1993 by the New Jersey Psychological Association as a charitable, tax-exempt organization. The NJPA Foundation is an IRC 501(c) (3) non-profit corporation and all donations, less any goods and services received, are tax deductible.

NJPA Foundation is governed by its bylaws. Bylaws are an organization's operation manual. The NJPA Foundation bylaws cover the mission, purpose and status; offices and corporate records; board of trustees; officers and executive director; committees; fiscal matters; allocation and distribution of funds available for distribution; and amendments. They are reviewed on an ongoing basis and can be changed with NJPA Executive Board approval.

NJPA is a 501(c)(6), a not-for profit with the purpose of promoting a common business interest, the purpose of which is to promote such common interest and not to engage in a regular business of a kind ordinarily carried on for profit. The mission of the New Jersey Psychological Association is the advancement of psychology as a science, as a profession, and as a means of promoting health and human welfare in an atmosphere that supports the diversity of its members and the society at large.

### **II. NJPA Foundation Mission**

The mission of the NJPA Foundation, in addition to supporting NJPA's mission, is promoting the psychological health of the diverse people of New Jersey.

### **III. NJPA Foundation Vision**

In its commitment to the missions of NJPA and NJPAF and the psychological health of the people in our community, the NJPA Foundation administers and raises money to:

1. Deliver psychological services to underserved populations.
2. Provide support to community sites who train graduate students in psychology as clinicians and researchers with an emphasis on treating underserved populations.
3. Expand and disseminate psychological knowledge to the public, particularly information to fulfil the NJPA and NJPAF missions.
4. Encourage original psychological research that addresses the psychological wellbeing of the underserved populations of New Jersey.
5. Provide continuing education opportunities for psychologists and students addressing service to the underserved populations of New Jersey.

## **IV. Funding**

The majority of current funding comes from the NJPA membership, with some funding coming from outside groups. Funding comes in the form of NJPAF solicitation letters to the NJPA membership, NJPAF hosted events such as the 2017 Somerset Baseball game, NJPA member hosted dinners/ cocktail gatherings, member tributes, and member bequest. NJPAF is open to exploring new manners of fundraising such as corporate sponsorship and grant writing.

## **V. Governing Body**

### **Board of Trustees & Officers**

The NJPA Foundation is governed by the NJPA Foundation Board of Trustees. The NJPA Foundation Board of Trustees has four officers – President, Secretary, Treasures, and the NJPA President-Elect. All Board of Trustees, including the NJPAGS Representative, are voting members but for the NJPA President-Elect, an ex-officio non-voting officer. The Board of Trustees term may be as long as he/she is qualified and eligible.

## **VI. Board of Trustee Responsibilities**

1. Each Board of Trustee is expected to attend and participate in the NJPA Foundation meetings. Meetings are typically held four times a year Monday nights at the NJPA Central office, 7-9pm. There is also one Friday NJPA Foundation Retreat held at the NJPA Central Office, 9:00 am – 1:00pm. A meal is provided at the retreat. Attending meetings virtually is optional.
2. Each Board of Trustee is expected to promptly reply to NJPA Foundation emails and requests for e-votes.
3. Each Board of Trustee is expected to attend at least one NJPA Foundation Community Service Project Grant visit per academic year, and write up a report with his/her co-site visit attendee for publication by NJPA. A photo is expected of the site visit.
4. Each Board of Trustee is expected to participate in NJPAF work, approximately 2-5 hours, in between meetings. Example tasks are - planning and supporting a NJPAF fundraising event, writing solicitation letters, planning and hosting a donor acknowledgment event, writing an NJPAF article for the NJPA journal, working on NJPA Foundation marketing materials or presentations, and/or planning and being present for a NJPA Foundation continuing education program, writing social advocacy proposals for underserved populations to be published by NJPA, developing research project ideas, and develop new NJPAF grants. NJPAF is open to new action items to assist with fulfilling the NJPAF mission.
5. Each Board of Trustee is expected each year to either donate to the NJPA Foundation or commit to raising donations for the NJPA Foundation.

6. Each Board of Trustee is expected to make every effort possible to attend and be actively involved in hosting NJPA Foundation events and recruit others to attend.
7. Each Board of Trustee is expected to participate in a NJPA Foundation self-evaluation to be conducted and results reviewed at the annual retreat.
8. Each Board of Trustee is expected, when stepping down as a Board of Trustee member, to provide the NJPA Foundation with exit survey feedback about reasons for leaving.
9. Each Board of Trustee is expected to provide subject matter and/or author articles for the NJPAF's quarterly 'e-blast', which is disseminated to the association. Write short promotional statements for the NJPA e-newsletter that is disseminated to the public.
10. Each Board of Trustee is expected to assist in developing and maintaining a relationship with NJPAGS and the Academic and Scientific Affairs Committee.

#### **VI. Executive Director**

The NJPA Executive Director serves as the NJPA Foundation Executive Director and is the chief operations officer of the NJPA Foundation. The executive director may appoint additional administrative support to accomplish the purpose of the NJPA Foundation.

#### **VII. NJPA Administrative Staff – NJPA Foundation Liaison**

The NJPA administrative staff assigned by the Executive Director to the NJPA Foundation is able to explain NJPA Foundation and NJPA policies and procedures and draws on the skills of other staff members to provide effective assistance. The NJPA Foundation may use their staff liaison as a means to get a meeting date on the NJPA annual calendar, update membership and leadership information, get NJPA Foundation information on the NJPA website, post a meeting listing or continuing education program on the NJPA Friday Update, get information about submitting journal articles, and apply for presenting a NJPA Foundation program, webinar, and/or continuing education. The NJPA administrative staff will manage the administrative work for the grant applications and money distribution. The NJPA Foundation is mindful that too active a staff liaison role impairs the motivation and value of NJPA Foundation volunteers.

#### **VIII. Friends of the Foundation**

The NJPA Foundation may have non-voting Friends of the Foundation members. These individuals must be NJPA members and may assist with projects on behalf of the NJPAF Foundation such as volunteering at fundraising events, writing NJPA Foundation articles, reviewing and voting on student grant papers, attending site visits, or planning NJPA Foundation continuing education programs. The projects will be monitored and managed by the NJPA Foundation Board of Trustees. Friends of the Foundation are welcome to attend and participate at the NJPA Foundation meetings. There is no term limit for Friends of the Foundation. The NJPA Foundation President, in consultation with the NJPA Foundation

Executive Director, reserves the right to terminate a Friend of the Foundation membership if the member is deemed to not be acting in the best interest of NJPA Foundation.

### **IX. New Jersey Psychological Association Graduate Students (NJPAGS)**

Student members are encouraged to participate in NJPAF work and support its mission.

### **X. NJPA Foundation Grants and Scholarships**

#### **NJPA Foundation Community Service Project Grants**

The NJPA Foundation identifies exemplary programs that provide psychological services to those who cannot afford it and trains doctoral students to work with these underserved populations. We invite applications from programs across the state of New Jersey, with the goal of identifying and supporting model programs from each county.

#### **NJPA Foundation Graduate Student Initiated Research Awards**

A fundamental component of the New Jersey Psychological Association Foundation's mission is to support the training of graduate students. One way they meet this goal is by providing funding for student-initiated research and projects addressing psychological issues that have significant impact on community health. Through the generosity of individual contributions, we are able to offer four awards and scholarships for innovative family, school, and community projects.

#### **Student Conference Participation Grant**

This grant promotes supplemental training and education experiences in professional practice and research, with an emphasis on treating underserved populations. Attending conferences, workshops, seminars, and other scientific sessions are an essential part of the learning experience for psychology graduate students. Sessions provide an educational experience that allows students to observe and/or practice how didactic lessons can be applied to real-world treatment. The NJPA Foundation Student Conference Participation Grant helps offset some of the costs associated with attending conferences, workshops, and other psychological sessions (including webinars) emphasizing the treatment of underserved populations.

NJPAF is open to exploring new grant ideas that support the NJPA and NJPAF missions.

### **VI. Meeting Schedule**

January

April

June Retreat

September

November