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Mission of the AACAP

The Mission of the American Academy of Child and Adolescent Psychiatry is to promote the healthy development of children, adolescents, and families through advocacy, education, and research, and to meet the professional needs of child and adolescent psychiatrists throughout their careers.

Functions and Roles of the AACAP

The American Academy of Child and Adolescent Psychiatry's role is to lead its membership through collective action, peer support, continuing education, and mobilization of resources.

The Academy:
   a) Establishes and supports the highest ethical and professional standards of clinical practice,
   b) Advocates for the mental health and public health needs of children, adolescents and families,
   c) Promotes research, scholarship, training and continued expansion of the scientific base of our profession,
   d) Liaisons with other physicians and health care providers and collaborates with others who share common goals.

Description of the AACAP

The American Academy of Child and Adolescent Psychiatry is a professional medical organization comprised of child and adolescent psychiatrists trained to promote healthy development and to evaluate, diagnose, and treat children and adolescents and their families who are affected by disorders of feeling, thinking, learning, and behavior. Child and adolescent psychiatrists are physicians who are uniquely qualified to integrate knowledge about human behavior and development from biological, psychological, familial, social, and cultural perspectives with scientific, humanistic, and collaborative approaches to diagnosis, treatment and the promotion of mental health.
American Academy of Child and Adolescent Psychiatry
501(c)(3) Priorities

Approved by Council in October 2019

• Continue to address the workforce shortage in child and adolescent psychiatry.
• Promote innovation in child and adolescent psychiatry training.
• Continue development of educational opportunities and products that promote and advance child and adolescent psychiatry practice.
• Develop and promote evidence-based models for access to and provision of psychiatric and other mental health services for children, adolescents, and their families.
• Increase the number of child and adolescent psychiatry researchers.
• Continue to strengthen collaboration with other mental health and primary care professionals and their membership organizations.
• Continue to promote diversity and cultural awareness in the organization and in the field of child and adolescent psychiatry.
• Expand the use of technology for training and clinical practice.
• Engage in health policy and advocacy activities to promote mentally healthy children, adolescents, and families and the profession of child and adolescent psychiatry.

American Association of Child and Adolescent Psychiatry
501(c)(6) Priority

• Engage in health policy and advocacy activities to promote mentally healthy children, adolescents, and families and the profession of child and adolescent psychiatry.
## COMMITTEE COMPOSITION

### I. Committee Composition Overview

*Committee breakdown:* Chairs 1-2  
Members 9-10 (at least one ECP member)  
Residents 2 (recommended)

Total # of members on a committee *(chairs, members, ECPs and residents)* = 13

- Committees may recommend less than 13 members.
- AACAP’s guidelines state that members can serve on no more than 2 committees simultaneously unless there are special circumstances.
- The number of committee liaisons and organization representatives should be reasonable, determined by the committee, and justified in reports.
- Committee liaisons and organization representatives are not required to attend every meeting.
- AACAP does not pay for liaisons to attend committee meetings.
- Committee meetings are open to all members, unless otherwise specified.

*Ex-Officio members are not included in this total.*

### II. Chairs/Co-Chairs

The responsibilities of Committee Chairs are:

- To work with their Cluster Facilitators and Staff Liaisons to assure that requests from AACAP leadership, charges, priorities, action plans, timelines, agendas, informational reports, and budget requests concerning their committees are handled appropriately and in a timely manner. The chair(s) shall work with members of their committee to enhance their involvement.

- To provide active ongoing leadership concerning the activities of their respective committee including assuring that the committee fulfills its charges and integrates its actions with the mission of AACAP.

- To achieve the goals outlined in the committee's charge, to respond to inquiries received by AACAP that relate to their subject areas, and to set an agenda of projects for the committee. Examples of committee activities include preparing policy statements, serving as witnesses before Congressional Committees, sponsoring national conferences, submitting, or reviewing amicus statements on behalf of children before the Supreme Court, preparing panels and workshops for the Annual Meeting, drafting *Facts for Families*, developing training curricula in their area of specialty, and administering awards, if applicable.

- To convene and chair all committee meetings held throughout the year, especially during AACAP’s Annual Meeting.

- To submit a written mid-year and year-end report of committee activities and requests for action by Council to the Cluster Facilitator.

- To prepare and request a yearly committee budget. All committees are allowed up to $500 per year for postage, printing, etc., and must be substantiated in the Annual Report.
• To make recommendations to the President/President-Elect about committee appointments and reappointments throughout the year, particularly during the review process. When making recommendations, co-chairs must consider diversity (including gender, racial, and ethnic).

• To evaluate the contributions of committee members outside the annual review process and make recommendations to the President/President-Elect, if necessary.

• To designate and govern subcommittees within their committees, as needed.

• To designate liaisons to other committees, as needed.

• To keep the membership informed about the activities of committees through mechanisms such as the *AACAP News*, the Annual Meeting program, and the *Journal*.

• To be AACAP’s authority in the committee's subject area by serving as a contact to the press, Congress, federal agencies, state and local governments, the public, and to serve as a speaker on behalf of AACAP as requested.

• To work with their Staff Liaison to accomplish goals.

III. Residents
As AACAP strives to increase the number of child and adolescent psychiatrists, it is extremely important that we involve these new members in AACAP activities. The Department of Research, Grants, and Workforce assists with the solicitation and gathering of residents interested in serving on committees. Two residents are recommended for each committee, but it is up to the chair(s) to determine the number. Residents are non-voting members.

IV. Early Career Psychiatrist Members (ECPs)
Early Career Psychiatrist Members (ECPs) are defined by AACAP as members who are within seven years of completing their child and adolescent psychiatry training. Each committee must have at least one ECP member.

V. Cluster Facilitators
The six Councilors-at-Large and two Assembly Representatives to Council serve as Cluster Facilitators. Their role is to work with the assigned committees in their cluster on collaborations with other committees, consult on projects, and liaise with the committees in their clusters as needed. (see Appendices G and H) Note: Cluster Facilitators are not responsible for the work of the committees but will give guidance. They report to Council semi-annually on major projects and requests of their committees.

VI. Organization Representatives
Representatives from outside organizations liaise with specific committees on specific topics or areas. Travel for these positions is not budgeted unless special arrangements have been approved by the Executive Committee or it has been substantiated in the committees' reports. Organization Representatives follow the same appointment schedule as all members and are therefore appointed for a two-year term. Organization Representatives are non-voting.
### Charges

Each committee is assigned a charge that outlines its objectives and areas of responsibility. Charges should be reviewed annually and include deliverables. Changes to a committee charge are approved by the Executive Committee. Committee charges are reviewed by each incoming President and may be amended to reflect new directions and initiatives within AACAP.

### Clusters

Clusters are committees grouped by commonalities for the purpose of collaboration and resolution of meta-issues. Generally, clusters consist of 6-8 committees. The six Councilors-at-Large and the two Assembly Representatives to Council serve as the Cluster Facilitators and report semi-annually on the major projects and requests of their committees to Council.

- Cluster 1: Membership and Communications
- Cluster 2: Finance
- Cluster 3: Education
- Cluster 4: Clinical Topics and Settings
- Cluster 5: Research and Workforce
- Cluster 6: Special Populations
- Cluster 7: Therapies and Deliveries
- Cluster 8: Transformation in Clinical Practice
### 2021-2022 Committee Clusters

| Cluster 1: Membership and Communications (9) | Shirley Alleyne, MB, BS  
| - Bylaws  
| - Consumer Issues  
| - Disaster and Trauma Issues  
| - History and Archives  
| - Global Mental Health & International Relations | Rob Grant  
rgrant@aacap.org  

| Cluster 2: Finance (4) | Jennifer Derenne, MD  
| - Building  
| - Development  
| - Gifts and Endowments  
| - Grants Oversight | Janette Stout  
jstout@aacap.org  

| Cluster 3: Education (9) | Shawn Sidhu, MD  
| - Clinical Essentials  
| - Continuing Medical Education  
| - Ethics  
| - JAACAP  
| - Lifelong Learning  
| - Program | Jill Braford  
jbrafford@aacap.org  
Elizabeth Hughes  
ehughes@aacap.org  

| Cluster 4: Clinical Topics and Settings (8) | Lisa Hutchison, MD  
| - Adoption and Foster Care  
| - Child Maltreatment and Violence  
| - Children and the Law  
| - Emergency Child Psychiatry  
| - Inpatient, Residential, and Partial Hospitalization | Karen Ferguson  
kferguson@aacap.org  

| Cluster 5: Research and Workforce (6) | Adrienne Adams, MD  
| - Autism and Intellectual Disability  
| - Early Career Psychiatrist  
| - Medical Students and Residents  
| - Physically Ill Child  
| - Research  
| - Substance Use | Sarah Hellwege  
shellwege@aacap.org  


| Cluster 6: Special Populations (8) | Balkozar Adam, MD  
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<tr>
<td>- Adolescent Psychiatry</td>
<td>Carmen Thornton</td>
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<td>- Deaf/Hard of Hearing and</td>
<td>(<a href="mailto:chead@aacap.org">chead@aacap.org</a>)</td>
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<td>Blind/ Low Vision</td>
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<td>- HIV Issues</td>
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<td>- Infant and Preschool</td>
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<td>- Indigenous Native Child &amp;</td>
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<td>College Student Mental Health</td>
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| Cluster 7: Therapies and Deliveries (6) | Anita Kishore, MD  
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<tr>
<td>- Art</td>
<td>Mary Billingsley</td>
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<td>- Complementary and Integrative</td>
<td>(<a href="mailto:mbillingsley@aacap.org">mbillingsley@aacap.org</a>)</td>
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| Cluster 8: Transformation in Clinical Practice (8) | Robert Holloway, MD  
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<tr>
<td>- Advocacy</td>
<td>Alexis Geier-Horan</td>
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<tr>
<td>- Coding</td>
<td>(<a href="mailto:ahoran@aacap.org">ahoran@aacap.org</a>)</td>
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**APPOINTMENTS/REAPPOINTMENTS**

In an effort to accommodate as many members as possible on committees, it is AACAP policy that members shall serve on no more than two committee simultaneously unless there are special circumstances. Exceptions must be approved by the President/President-Elect. Committee Liaisons must already be serving on an existing committee. Cluster Facilitators do not need to be involved in the appointment/reappointment process.

I. **Term length:** Committee chairs/co-chairs and members are appointed for an initial term of two years, followed by potential reappointments in two-year increments. **Chairs can serve four two-years terms max.** Following the end of their term, Chairs must roll off the committee for a period of at least two years. Chairs shall make recommendations to the President/President-Elect regarding appointments and reappointments, but the final decision rests with the President/President-Elect. Terms are dated from and through the conclusion of the October Annual Meeting.

II. **Chairs/Co-Chairs**
Chairs/co-chairs will be appointed by the President-Elect in the spring of odd years to give designated chairs time to consult with current chairs before working with their Cluster Facilitator. Current chairs will be encouraged to be more involved in the selection of their successor by identifying outstanding committee members or other AACAP members. Newly appointed chairs/co-chairs are encouraged to participate in meetings/calls before their term begins to familiarize themselves with the work of the committee. At his/her discretion, the President-Elect will contact the chairs of select committees to discuss their leadership.

III. **Members**
Each spring, letters with committee rosters, noting the members whose terms are due to expire, will be sent electronically to chairs. Chairs will be asked for recommendations of new members and for the reappointment of existing members. Chairs are encouraged to submit colleagues’ names who have demonstrated an interest in committee work. CVs and letters of interest are collected through the Executive Office and shared with the committee chair(s) and President. Member appointments/reappointments are approved by the President/President-Elect in the summer and notifications are sent electronically in September or October. All letters will include what is expected of a committee member. These guidelines will help chairs/co-chairs measure the performance of committee members. New committee members are invited to attend the October committee meeting even though terms do not officially begin until the close of the Annual Meeting. Please note, reappointments are not automatic. The term for any committee member appointed after May 1 will not start until the upcoming Annual Meeting.

IV. **Residents**
Child and adolescent psychiatry residents are appointed for one two-year term. The Department of Research, Grants, & Workforce assists the Executive Office with the solicitation and gathering of residents interested in serving on committees. The Executive Office collects resident committee applications and oversees a separate appointment process for resident appointments. This process was started as a means for ensuring “fair and open” competition for all residents to learn of these opportunities, while also increasing resident involvement from diverse regions. This process does not preclude committee chairs/co-chairs from selecting other CAP resident members who have not applied through this process. Chairs interested in appointing general psychiatry residents to their committee must apply for special permission from the President/President-Elect. General psychiatry residents will only be appointed if no CAP residents express interest in joining the committee.
Chairs are encouraged to convert residents to ECP members, if possible.

V. Reappointments
Committee members that deserve continued membership or should be considered for leadership of the committee or other committees of AACAP, should be identified with the information the Executive Office collects regarding committee appointments and then shares with the President/President-Elect.

VI. Early Rolloff
Committee members that the chair(s) feel should no longer serve on the committee, first need to be counseled by the chair(s) and, if their performance remains unacceptable, the chair(s) should share their concern with the President so the member can be rolled off early, allowing other members to serve.

VII. Special Rules to Note
- Members cannot serve on the Program Committee and on the Editorial Board of the *Journal of the American Academy of Child and Adolescent Psychiatry* at the same time, without Executive Committee approval.
- Members who write questions for ABPN may not write questions for the Lifelong Learning Modules.
- The Abramson Fund is overseen by the Executive Committee and is evaluated each year. An annual call for submissions is sent to committee chairs in years that funds are available.

**ROLLOFFS/RETIREMENTS**

I. Chairs/Co-Chairs
Chairs/co-chairs choosing to retire will be contacted by the President/President-Elect then sent a letter stating the person's accomplishments. Chairs/co-chairs who do not fulfill their duties or meet their charge will be contacted by the President/President-Elect. The President/President-Elect will decide whether chairs should continue or retire early.

II. Members
Roll off letters to committee members will be sent in September or October. When possible, the letter should be personalized by including information about what the person has contributed to the committee. Staff Liaisons will be asked to review/edit letters before they are sent electronically from the President/President-Elect.
### DISCLOSURE OF AFFILIATIONS

#### I. Completing Disclosure Forms
- Members appointed to AACAP committees must complete their online Disclosure of Affiliations Form within 30 days of receiving the appointment letters. This includes chairs/co-chairs, members, ECP members, residents, and organization representatives.
- The link to access the disclosure form will be sent with appointment or reappointment letters.
- Members serving on multiple AACAP committees must complete a separate disclosure form for each committee.
- Throughout the duration of their term on committees, members are required to update disclosure forms online annually, or more often if their circumstances change and warrant disclosure.

#### II. Reviewing Disclosure Forms
- AACAP Staff Liaisons will print copies or create a list of committee members’ Disclosure Forms for review by chair/co-chairs at the start of each committee meeting or conference call.
- Agendas should include discussion of disclosure of affiliations statements. Chairs are encouraged to spend some time discussing what should and should not be disclosed, and in general, use this to advance guidelines specific to the topic of discussion. Committee minutes will note receipt of all statements and discussions.
- The chair(s) will review conflicts, discuss if appropriate, and if there is concern, review concerns with the AACAP Secretary, who is the ultimate decision-making authority.
- Committee members who have not completed online disclosure forms must complete a hard copy (located in Appendix B of this manual) before participating in meetings or conference calls.
REPORTING

I. General Guidelines

II. All committees will be evaluated based on their online Committee Reports submitted to Cluster Facilitators. These reports replace the preliminary and annual reports previously submitted in the fall. Please see Appendix E for a committee self-evaluation.

III. Reports are designed to substantiate a committee's charge, purpose, viability, and most importantly current activities.

IV. Reports should include, with the exception of member or patient confidentiality, collaborations with other committees, general issues, changes to a charge, and monetary requests.

V. May Committee Reports (mid-year) include committee activities since the Annual Meeting. These are not final reports. They are only a mechanism for Cluster Facilitators and Council to learn what committees are working on during the year, rather than the end of year. Cluster Facilitators are available for questions/concerns and to help guide committees. Committees who have not met since the Annual Meeting or are not working on any projects must still submit reports and participate in conference calls with their Cluster Facilitators.

VI. November Committee Reports (year-end) include all activities of the current year (after the last Annual Meeting through the current year’s Annual Meeting) and substantiate their charges and budget. Note: This report is a continuation of the mid-year report and is due on/around November 5.

VII. Chair/Co-Chairs

VIII. May: Mid-year Committee Reports due.

May: AACAP Treasurer sends emails to committee co-chairs announcing the beginning of AACAP’s annual budget cycle for the next fiscal year.

IX. May/June: Chairs will participate in a conference call with their Cluster Facilitator and Cluster Staff Liaison. Staff Liaisons will work with their Cluster Facilitators to develop the agenda for the call.

X. June: Committee Budget Justification Forms for the following year are due.

XI. October: Committee budgets officially approved by Council.

XII. November: Year-end Committee Reports due to be reviewed by the Executive Committee during their December EC meeting.

XIII. Cluster Facilitator (see Appendix G and H)

a. October Committee Chairs Meeting: Cluster Facilitators and their staff liaisons attend the Committee Chairs meeting at the Annual Meeting and meet with their cluster.

b. October Council Meeting (Saturday): Cluster Facilitators present oral reports to Council on their committees’ activities. Contents of those reports will be reflected in Council minutes.

c. November: Cluster Facilitators will review Committee year-end reports electronically and reach out to those who have not submitted a report.

d. January: Cluster Facilitators and Cluster Staff Liaisons connect.

e. May: Cluster Facilitators will review committee mid-year reports electronically and reach out to those who have not submitted a report.

f. May/June: Each Cluster Facilitator holds a conference call with the co-chairs of his/her cluster. Cluster Staff Liaisons will work with their Cluster Facilitators to develop an agenda for the call.

g. June Council Retreat: Cluster Facilitators present oral reports to Council on their committees’ activities based on the written committee reports and conference calls. Report contents will be reflected in Council minutes.

h. July/August: Cluster Facilitators reach out to their respective committee co-chairs regarding the Abramson Fund and Campaign for America’s Kids (CFAK). The deadlines for both are in...
August.

i. **September/October**: Cluster Facilitators and Cluster Staff Liaisons participate in a conference call to review reporting to Council, meetings during the Annual Meeting, transitioning to new Cluster Facilitators, and any changes in the coming year.

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## BUDGETS

In May prior to the budget year, the AACAP Treasurer sends emails to co-chairs announcing the start of the budget process. All committees are given the opportunity to **submit a budget by mid-June regardless of the amount requested (including amounts under $500)**. Funding requests must be justified and in accordance with the committees' charges. Committee requests for in-person meetings should be included in this form. Justifications are reviewed by the Executive Committee in September for preliminary approval and officially approved by Council in October.

Committees requesting additional funding during a fiscal year should submit a revised itemized budget to their Cluster Facilitator who will review and submit to the Executive Committee for approval. Committees needing this additional funding should complete an *AACAP Council Action Request* form and submit it to their Cluster Facilitators following this outline:

1) **Focal Issue** (basis for special project)
   a) Relevant Background
   b) Specific Needs/Problems
   c) Group(s) Impacted by Issue
   d) Time Frames/Variables

2) **Proposed Special Project**
   a) Goal(s)
   b) Budget
   c) Specific Outcome Product(s)
   d) Proposed Format for Special Meeting
   e) Recommended Participants
   f) National Office Support Requested
   g) Follow-up plans for project

Chairs should work with their staff liaisons to complete budget spreadsheets provided by the Finance team and include budget justifications in the online committee reports.
MEETINGS

Please see Appendix C, Planning and Coordinating an AACAP Committee Meeting, for more information.

I. Zoom Meetings
Zoom meetings are an economical method of convening a committee. Staff Liaisons will assist the Chairs in scheduling conference calls using AACAP’s Zoom account.

II. Meetings During the Annual Meeting
All committees should meet during the Annual Meeting unless extenuating circumstances prohibit this. Chairs are encouraged to hold Zoom meetings throughout the year.

III. Meetings Outside of the Annual Meeting
Committees scheduling additional in-person meetings during the year must seek funding or submit requests to the Executive Committee. Proposals to seek outside funding must be approved by the Executive Committee.

IV. Travel Guidelines
- Committee meetings should be held in Washington, DC, unless there’s a compelling/economic reason to hold it elsewhere.
- When scheduling a meeting, every attempt should be made to minimize hotel costs. For example, some people can travel on the morning of the meeting to save on lodging costs.
- Book flights at least 21 days in advance for discounted airfares, preferably via AACAP’s travel agency. If your flights are booked after the 21-day advance purchase, book through your own travel agent and AACAP will reimburse you for 75% of the fare.
- Committees are encouraged to utilize the AACAP National Office, if possible.
- The cost of meals will be reimbursed up to a max of $75 per day if receipts are provided. There is no per diem.

V. Mission Statement and Disclosures
The AACAP Mission Statement and committee disclosures should be included with all committee agendas and their supporting materials. The statement is located on pg. 4 of this manual.
I. **Spring Chair Letters**
Chairs will be contacted in April about scheduling committee meetings during the Annual Meeting. All scheduling requests must be submitted by May 15. The committee meetings schedule for the Annual Meeting will be posted on AACAP’s website on June 15.

II. **Chair Packets**
Information about the Committee Chair Meeting during the Annual Meeting will be emailed to Chairs prior to the Annual Meeting.

III. **AACAP Committees Booth**
In June, the Executive Office sends an email to co-chairs offering the opportunity for committees to have an exhibit booth for 1-2 days during the Annual Meeting. This is a great way to share with members the products or services that your committee provides to the organization and to informally hear about member needs. Space is limited and on a first-come, first-served basis. Committee members are responsible for staffing the booth and preparing materials for distribution.

IV. **Annual Meeting Program Proposals**
Committees are encouraged to submit proposals for Annual Meeting programs. Proposals should be submitted via the online Call for Papers submission form. Consult the Call for Papers for deadlines, usually February 15.

V. **Committee Sponsorship**
The Program Committee requires committee chairs to approve their committee’s sponsorship of a particular submission. If that submission gets accepted into the Annual Meeting program, it is advertised as being “sponsored by” that committee. With AACAP’s online submission process, when a submitter completes the online submission form, he/she is asked to select a committee if the program is to be sponsored. When that submission is completed, the committee chair, will receive an email from the AACAP Meetings Department. In that email, there will be a link to the full content of the submission and then it will ask you to confirm or deny the committee sponsorship.

Committee sponsorship means that the sponsoring committee was an active and full partner in the development of the submission and fully endorses the submission. It does not mean merely that the committee approves it or thinks the program would be significantly better with the inclusion of this particular submission—if the committee didn’t actively help develop the submission it is not appropriate to be a post hoc sponsor of it. Sponsored submissions are subject to the same rigorous review process as are all other materials submitted for inclusion in the Annual Meeting.

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**AWARDS**

One reason AACAP stands out from other medical specialties is our awards program that gives recognition financially for outstanding scientific achievement and leadership. We offer numerous opportunities for our members. If your committee oversees an award, please adhere to the award responsibilities listed in your charge.
# PUBLICATIONS

## I. AACAP News

Committees will be encouraged to write articles for *AACAP News* on major projects they are working on. Items considered appropriate for *AACAP News* should be sent to the National Office, c/o the Director of Communications and Member Services. Submission deadlines:

- January/February Issue, November 10
- March/April Issue, January 10
- May/June Issue, March 10
- July/August Issue, May 10
- September/October Issue, July 10
- November/December Issue, September 10

## II. Policy Statements

The criteria for Policy Statements are located in Appendix D. All draft policy statements must be submitted to the Policy Statement Advisory Group for approval before they are sent to the Executive Committee.

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# STAFF LIAISONS

*The following are guidelines for typical staff liaison responsibilities. Please note these are flexible and based on committee dynamics.*

### General Responsibilities

- Schedule and participate in conference calls
- Attend meetings when possible
- Develop agendas in coordination with the chair(s)
- Take minutes during calls/meetings with a focus on action items
- Distribute committee communications and notices
- Create/manage committee’s Web Community and/or listserv
- Order food and beverages for meetings
- Review Executive Committee and Council minutes for action items that affect the committee and notify chairs/co-chairs accordingly
- Assist chair with completion of Annual Report
- Process payments/reimbursements
- Communicate important AACAP dates and deadlines to the committee
- Work with chairs to submit articles to *AACAP News* to communicate information about the committee to the broader membership
- If applicable, review committee revenue and expenditures on monthly treasurer’s report
- Communicate with your supervisor and the Executive Director regarding triumphs and challenges of the committee
- Write thank you letters to the chair(s) from the President after any face-to-face meetings or accomplishments of the committee
Budgets
- Work with chairs to prepare a budget using forms provided by the Finance department
- Remind chairs that all committee financial requests should be submitted through a budget regardless of the amount (including amounts less than $500)

Appointments/Reappointments/Rolloffs
- Act as a liaison between the chairs and the Executive Office to determine reappointments, new appointments, and rolloffs each spring during this process.
- Monitor committee information in iMIS to ensure the roster is correct
- Work with the Executive Office to contact members who have not responded to appointment/reappointment letters

Annual Meeting
- Work with the Meetings Department to schedule day/time for a committee meeting
- Work with the Meetings Department to arrange for food/beverage service and/or A/V for the meeting
- Work with chair to develop agenda
- Produce and distribute meeting materials (electronically when possible)

Product Development/Deliverables
- Research vendors (medical writer, graphic designer, printer, etc.) and develop an RFP
- Per AACAP policy, 3 bids are required before starting a project
- Develop a proposal/funding request to the Executive Committee for the project
- Develop consultant agreements
- Proofread drafts of the product and work with vendors throughout product development
- Oversee press releases, draft member emails, and other general advertising of new product

Awards Management (this only applies to committees that manage awards)
- Create Advertising/Marketing plan for awards
- Maintain online award submission system
- Oversee scoring of applications (includes developing scoring criteria)
- Write letters to all applicants (winner & non-winner letters)
- Develop award acceptance packets (agreement forms, contracts, etc.)
- Order plaques and certificates
- Manage awardee information in iMIS
- Process payments
- Ensure that SOPs regarding awards are up to date
- Participate in Grants Quarterly Review
- Write thank you letters to funders and other key people related to awards

Staff Liaisons are NOT responsible for
- Completing Call for Papers
- Running the calls or meetings
Appendix A – Disclosure of Affiliations Form

AACAP DISCLOSURE OF AFFILIATIONS

Decisions by the officers, committees and others on behalf of the American Academy of Child and Adolescent Psychiatry have far reaching significance and consequences. Outside affiliations may result in real or perceived conflicts of interest that impact on an individual’s opinion and full disclosure is necessary to maintain the integrity of AACAP activities. All officers, committee members and others acting on behalf of the AACAP should act honestly and with integrity. However, when outside affiliations result in real or perceived conflict of interest, which may impact on an individual’s opinion, disclosure is necessary.

When completing the statement of Disclosure of Affiliations, note organizations where you serve a leadership role, either appointed or elected; any relationships with pharmaceutical companies; and any relationships with third party CME companies, managed care organizations, health information providers. It is essential to disclose when you serve other agencies, professional associations or corporations, in capacities that are similar to or compete with your roles for the AACAP. Conflicts depend on the topic of discussion/committee agenda.

Members are also asked to declare any material financial interests for personal, immediate family relationships which may conflict with duties or responsibilities and influence one’s judgment on behalf of the AACAP. Immediate family relationships include:

- spouse
- domestic partner
- other pertinent family member

A material financial interest includes:

- A financial ownership interest which contributes materially to your income, or
- A position as proprietor, director, managing partner or key employee, or
- A position on another related organization’s board, committee, etc.

Examples of potential conflicts include: a speakers bureau, research (industry and non-industry), consultancies, governance positions, books, intellectual property, plane trips and other travel accommodations, etc.

All leadership roles and material financial interests should be disclosed whether or not they present a conflict of interest to provide the opportunity for review. Noting a potential conflict does not preclude service on AACAP committees, but following AACAP procedure, such information may be shared with the AACAP Secretary, Executive Committee and Council.
Please complete and return this page

AACAP DISCLOSURE OF AFFILIATIONS FORM
Review of Potential Conflict of Interests for

AACAP Committee

Procedures for Disclosures: Disclosures should be acknowledged to all participating in the committee meeting or activity assigned. This can be done by:

- Collecting disclosures of all participants prior to the event and including them in the prepared materials.
- Each participant completing the form and verbally announcing potential conflicts at the beginning of the meeting/activity.

All dated and signed disclosure forms should be given to the chair of the committee and to staff at the national office. All disclosures will be destroyed after one year.

1) I do ___ do not ____ have leadership roles in other agencies, professional organizations, or corporations. (Please list all leadership roles and the name of the organization)

2) I do ___ do not ____ have material financial interests which may conflict with my role in the AACAP. PLEASE WRITE NAME OF THE COMPANY, ASSOCIATION, AND CHECK APPROPRIATE BOX

<table>
<thead>
<tr>
<th>Company/Association</th>
<th>Research Funding</th>
<th>Advisor/Consultant</th>
<th>Speakers Bureau</th>
<th>Books, Intellectual property</th>
<th>In-kind Services (example: travel)</th>
<th>Other (specify)</th>
</tr>
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</table>

3) My immediate family members do ___ do not ____ have leadership roles or material financial interests in other agencies, organizations, or corporations which may conflict with my role in the AACAP. (Please list all material financial interests, including the type of relationship and the name of the organization):

Based on the above, I do not see a conflict of interest for my work on behalf of the AACAP. In the event of a real or perceived conflict of interest, I will disclose it and, if appropriate, I will remove myself from deliberations or work related to the conflict of interest.

Signature: ______________________________________ Date: _____________

Print name (clearly): ______________________________________
POLICY STATEMENT PROCEDURES

1. An individual AACAP member or body interested in creating a policy statement submits to the Executive Committee a “letter of intent” to create a policy prior to developing a draft policy statement. (This allows Executive Committee input of the desirability, appropriateness, etc. of the policy – without constituting any form of approval prior to the substantial work of creating a final draft policy statement.)

2. The appropriate Cluster Facilitator (CF) is notified of the new policy statement in development. The CF will work with the committee and review the policy statement before it is sent to the Policy Statement Advisory Group.

3. A final draft policy statement is submitted to the Policy Statement Advisory Group (PSAG) (to ensure that the language, tone, format, etc. conform to AACAP policy standards).

4. The author responds to the suggestions made by the PSAG and resubmits the edited draft until PSAG approval is achieved.

5. The Executive Committee receives the PSAG-approved policy statement and decides whether or not to forward it to Council. Feedback on this decision is given to the author, and resolution of problematic issues is undertaken.

6. The Executive Committee-approved policy is emailed to Council members, who have a one-week discussion period to convey concerns and ask questions followed by a one-week voting period to approve or disapprove the policy. (A simple majority determines the outcome).

7. A policy draft that is disapproved by Council vote may be re-written and resubmitted to the PSAG, with an explanation of what was changed; The process begins again with steps 2-5.

8. Upon Council approval, the new policy is printed in AACAP News, distributed/publicized as recommended, and placed on the AACAP website.

9. The expectation is for policy statements to be reviewed as needed, but no longer than 5 years, with the decision to renew, update, or sunset. Updated policy statements will be sent to the PSAG, Executive Committee, and Council for approval.

10. Committees are encouraged to collaborate with and get feedback from other relevant committees when drafting or updating a policy statement.
## Appendix C – Committee-Driven Documents

### AACAP Committee-Driven Products

<table>
<thead>
<tr>
<th>PRODUCT TYPE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> AACAP Clinical Practice Guideline</td>
<td>Official AACAP documents that address the assessment and treatment (psychopharmacological and psychosocial) of child and adolescent psychiatric disorders, based on systematic literature searches. Developed in accordance with standards of rigor and transparency promulgated by the Institute of Medicine (IOM), these documents are authored by the Committee on Quality Issues (CQI) based upon systematic searches and critical appraisals of the extant relevant literature provided by the US Department of Health and Human Services Agency for Healthcare Research and Quality (AHRQ). Published in <em>JAACAP</em>, upon Council approval.</td>
</tr>
<tr>
<td><strong>2</strong> AACAP Clinical Update</td>
<td>Official AACAP series of documents intended to address: psychiatric assessment and management of specific populations; specific settings; and application of specific psychiatric techniques. Informed by standards of rigor and transparency promulgated by IOM, these documents are authored by members of AACAP committees in collaboration with CQI. Published in <em>JAACAP</em>, upon Council approval.</td>
</tr>
<tr>
<td><strong>3</strong> AACAP Facts for Families© [Guides]</td>
<td>AACAP Facts for Families© provide concise and up to date information on issues that affect children, teenagers, and their families. They are resources helpful to healthcare professionals, patients, parents, schools, clinics, and others. Included in <em>AACAP News</em>. Created and approved by Consumer Issues Committee.</td>
</tr>
<tr>
<td><strong>4</strong> AACAP FAQs (Frequently Asked Questions)</td>
<td>AACAP documents that answer common questions on a variety of topics and can be curated to fit a wide array of audiences including lawmakers, patients and families, and mental health professionals. Approved by Executive Committee.</td>
</tr>
<tr>
<td><strong>5</strong> AACAP Policy Statement</td>
<td>Statements summarizing AACAP’s official views on specific topics in children’s mental health. Approved by Executive Committee, then Council.</td>
</tr>
<tr>
<td>6</td>
<td><strong>AACAP Position Statement</strong></td>
</tr>
<tr>
<td>7</td>
<td><strong>AACAP Practice Parameter</strong> (historical)</td>
</tr>
<tr>
<td>8</td>
<td><strong>AACAP Reference Guide, including Parent’s Medication Guide</strong></td>
</tr>
<tr>
<td>9</td>
<td><strong>AACAP Resource Centers</strong> (Consumer-Friendly)</td>
</tr>
<tr>
<td>10</td>
<td><strong>AACAP Toolkit</strong></td>
</tr>
<tr>
<td>11</td>
<td><strong>AACAP Webinar</strong></td>
</tr>
</tbody>
</table>
Appendix D - Committee Evaluation

Questions to Ask Yourself About Your AACAP Committee

How would you rate your committee on the following criteria?

- It’s alignment to the Academy’s mission.

- Clarity of the committee’s mission statement/charges.
  - When was the last time your committee reviewed and/or changed its mission statement?
  - Does your committee’s mission statement/charges make sense for your committee?
  - Does it reflect current realities of the Academy and the world?
  - Should its mission statement/charges be changed/updated to reflect these current realities?

- Do the committee’s activities coincide with its charge? If not, why?

- Do your committee’s activities meet all the aspects of the mission? If not, what activities are not being undertaken? If so, why not?

- Are you pleased with the quality of the activities done by your committee?
  - Has your committee been “resting on its laurels” and doing the same excellent and pertinent things every year?

- Are you pleased with your committee’s timelessness in achieving the activities it has decided to do? If not, what is your perception why?

- How would you rate your leadership of the committee (the “fire in the belly” and effectiveness quotient)?
  - What other activities could your committee be doing to enhance the Academy and its mission?
  - Are there any ideas that you’ve had concerning your committee that seem too ambitious or that you feel won’t be accepted?
  - If you have been chair for many years, how is your “fire in the belly” and effectiveness quotient compared to when you began? Is it more or less or about the same? If less, is there something we can do to help?
  - Is there some support the Academy can provide?
    - Via assignment of a co-chair to assist you?
    - Via the Council facilitator?
    - Via the committee liaison?
    - Other assistance?
  - Is it time for you to pass the baton?
  - Do you have the “fire” to do something for your committee that hasn’t been done before and perhaps should?

- How would you rate the “fire in the belly” and effectiveness quotient of the members of your committee?
  - Are there any members you would like replaced? (Remember that such members are keeping others from being involved.) This would include:
    - Any members who are not involved in any activities of the committee. (Note: This assumes that there are ample activities to be involved in)
    - Any who haven’t made it to committee meetings or calls?
    - Any members who are “doing little” on the committee?
    - Any members who are not team players or whose personalities/actions impede the work of the committee?
  - Are there any members who are exemplary in their activities and actions?
    - Have you thought to involve them more in your committee’s activities?
    - Should they be groomed for eventual leadership of your committee? To be co-chair?
    - Should they be considered for other positions/duties in the Academy?

- Do you have any ideas that do not relate to your committee which you think might enhance the Academy?
Appendix E – Helpful Names and Contact Information

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Reporting style should be project-based and only include major projects/topics in progress. A worksheet on the next page will assist with organizing projects and is only for your use. The format of your report should contain but not be limited to the following:

| Current Projects | What initiated this project or was a result of what? (e.g., healthcare reform, Council request, consumer driven, etc.)?
|                  | Were funds requested? Approved?
|                  | What is the project about?
|                  | At what stage is the project and what is the timeline?
|                  | Is the committee working with another committee(s) or organization on a project(s)?
|                  | What is your overall sense of the project?
|                  | Is the committee not doing something you feel it should?
|                  | Did you make any recommendations?

| Future Projects/Plans | What and when?

| Budget Items | Does the committee have any monetary requests?
|             | Did you approve any additional funding under $500?
|             | Do you have any specific project(s) or overall budget concerns?

**Things to consider:**

- Are there trends or issues across your cluster’s committees or with other committees?
- Are there projects and/or collaborations that should be occurring or could occur?
- Are committees in the right cluster?
- Cluster Staff Liaisons can assist with preparing for your report to Council.
- Use collaborations between committees in your cluster as a segway to the next committee.
- Keep to your allotted time when reporting.
The six Councilors-at-Large and two Assembly Representatives to Council serve as Cluster Facilitators.

This role is critically important to the effective functioning of the organization. The role of Cluster Facilitators is to serve as liaisons between leadership and committees.

Cluster Facilitators work with the assigned committees in their cluster on communications with other committees and consult on projects.

Cluster Facilitators work closely with their assigned staff liaison and are expected to be in contact throughout the year.

Cluster Facilitators read committee reports and budgets prior to their cluster calls and submission to the EC/Council.

They are expected to become very familiar with the Committee Operations Manual (COM) and use it as a resource.

Cluster Facilitators are not responsible for the work of the committees but will offer guidance and help keep projects moving forward. For instance, if a committee is assigned a project, the Cluster Facilitator will check in periodically to be sure the committee is moving forward in its work.

Cluster Facilitators report to Council semi-annually on major projects and requests of their committees.

When reporting to Council, Cluster Facilitators are expected to highlight the action items of their committees, inform Council how the committees are functioning, and let Council know if any of the committees are struggling. They should also be familiar with each committee’s charge and inform Council whether or not each committee is fulfilling its charge.

The Executive Committee and staff will loop Cluster Facilitators into discussions relating to issues with committees.

Every Cluster Facilitator will receive updated charges for all the committees in their cluster.

Cluster Facilitators should attend as many committee meetings in their cluster as possible during the Annual Meeting.

If a committee chair(s) misses the cluster call and the Cluster Facilitator has questions, issues, comments, he/she should contact the chair individually. NOTE: It is the responsibility of the chair to be involved in these calls. Please note those that miss calls and other deadlines. This information can be used to determine reappointments.

Cluster Facilitators facilitate the committees to enhance their performance by identifying issues, deciding how best to resolve issues/problems, pointing out logical activities committees are not/should/could be doing, and authorizing committees to move forward. Examples:

- Things they want to do that are “off task” or “off mission,” costly (especially in recession economy impacted years)
- Things they said they’d do and don’t.
- Things that they logically should be doing, like an obvious Facts for Families.
- Liaisons to other committees and organizations.

Prepare cluster presentation for Council Retreat and Annual Meeting. Do not report every achievement of the committee. The usual preparation of symposia, etc. if presented on each committee will lead to boredom. Highlight the following:

- Things done above and beyond normal and expectable
- Benchmark or unique or unusual projects
o Things that are not happening that should. “In my opinion, they should be __________” or “they missed an opportunity to __________” or “I think that they should be liaising/cooperating with ____________.”

o Trends on individual committees. “The committee identified the following as something AACAP should take note. Example: Wish for monies to pay for liaisons to go to meetings.

o Trends across committees. “The following issue kept coming up ________________.” (ex: the impact of state cuts or bad press or health care reform)

o Do not highlight logistical problems that were easily solved by yourself and the staff liaison. Do highlight logistical issues that cross over many committees.

o Pay close attention to highlights, weaknesses, trends and issues in the other clusters and note if they are similar to your cluster’s. These issues should be brought up in the discussion period after all the clusters have presented.

• Feel free to be creative in what you do with the committees to enhance the general mission and functioning of the committees to meet the mission of AACAP. If you find something that helps, please share it on the next call/meeting.

• Please challenge committees to look at their mission and goals. We would like the committees to be proactive and “bottom up” creative.

• Note if there is a better way to configure your cluster and others.

• Note if there are any major areas in need of a “new” committee or an extended mission of an existing committee.