



Board Member Information/Responsibilities

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Board emails:

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Often need to CC for information:

President: Natalie Loomis, PhD (drnatalieloomis@gmail.com)
Director of Training: Elizabeth Capps-Conkle (drcappsconkle@gmail.com)
Finance Committee Director: Sylvia Cohen (drsylviacohen@gmail.com)
KCA records keeping: Jessica Pinter (jessica@azpa.org)

Site Liaison

- You will be assigned to one or more consortium sites as a liaison between the supervisor and the resident. This includes answering any questions or concerns that arise, and some milestones/deadlines are met for APPIC required steps.
 - Annual Site Visit (due March 1st) – see documentation below
 - Ensure resident sending in monthly logs to Director of Training (Elizabeth), and KCA (Jessica) for our record keeping.

- Ensure the supervisor/resident complete needed evaluations:
 - Midyear evaluation
 - End of year evaluation

Overview: Each Consortium Board member functions as a Site Liaison to (typically) 2-3 Consortium-affiliated sites. This relationship is established either by original assignment—as when a site originally affiliates with the Consortium—or by transfer—as when a member joins the Board and assumes responsibility for an established site. These assignments are reviewed annually.

General responsibility: The Site Liaison is the primary linkage between the Consortium Board and the assigned sites' supervisors and their residents. The Site Supervisor thus becomes the “face” of the Consortium for those residents, the “go-to” person when either a supervisor or resident has a question or concern, and the provider of Consortium services to the sites and their residents.

Specific responsibilities:

1. The Site Liaison pays an in-person visit to their sites at least semi-annually (due March 1st- see below). These visits include conversations with the site supervisors and individually with the site's current residents. One of the visits each year is to be structured according to the “Annual Consultation Site Visit Procedure” during which current licenses, CVs, and liability insurance documents are collected and other information is gathered and reported to the Consortium Board.
2. The Site Liaison receives, reads, and signs each resident's 1) mid-year and 2) end-of-year performance reviews (from the supervisors), and also 3) receives, reads, and signs the resident's evaluations of the training experience. These documents are to be stored for future reference/access (send to KCA and Director of Training Committee!).
3. The Site Liaison is to respond to indications of dysfunction at the assigned sites, to reports of problematic behavior, and to provide for problem-solving/crisis intervention with respect to residencies at the assigned sites.
4. The Site Liaison is to provide for supervision for residents whose on-site supervisors become unavailable during the residency.

Annual (Mid-Year) Site Visit: Due March 1 each year

Send to president, Director of Training, & KCA records keeping contact (emails above).

1. AzPTC Annual Site Renewal Checklist
2. Annual Site Visit Template/Summary
 - Send “AZPTC Annual Site Renewal Checklist” to site to complete/return ahead of meeting.
 - Set meetings with 1.) supervisor to review checklist and questions, and 2.) resident to review their needs are being met or possible concerns.
 - Follow the “Annual Site Visit Template/Summary” directions, and write short summary onto that form.

Committees & Task Forces

Training Committee

Director: Elizabeth Capps-Conkle (drcappsconkle@gmail.com)

The training committee is responsible for the didactic training schedule for our residents. They help to pull together two days a month (approximately four speakers) of didactic training schedule.

Finance Committee

Director (and treasurer): Mary Ann Belton (m2mhoops@gmail.com)

The finance committee is a standing committee of board members that works with the director to monitor the finances of the organization (financial analysis and oversight of the organizations budget).

Expenditures:

- APPIC annual dues
 - \$450 membership dues, \$175 match fee, \$250 application renewal fee every 3 years, \$50 each program listed in DoL fee,
- KCA clerical expenses
- Website operations expenses (domain, and website creator)
- End of year party for residents/supervisors/board
- Two conference's we help with - expenses for resident registration to attend
 - (AzPA preconference day, & ASU West counseling conference)
- APPIC biannual meeting/conference
 - Typically approve \$1000 per member attending (registration, housing, etc.)

Income:

- Training site application fee
- Training site annual dues (\$500 for one resident, +\$100 per additional resident)
- Donations

Task Forces

AzPA Pre-Conference – Each year for the AzPA conference (typically end of September), we help to form programming and/or hire a speaker to put on a preconference training day (Thursday prior to conference). This usual covers the topic of supervision.

Arizona Psychology Training Conference – Each year the ASU Counseling Center puts on a one day conference at ASU West (typically Friday before Thanksgiving). We have typically helped with scheduling speakers and some monetary donation to this conference.

APPIC

APPIC connection to AzPTC

The APPIC organization exists to provide a service to members who are interested in the training of doctoral and postdoctoral psychologists as well as the working with the National Match Program that places psychology doctoral students in internships. The APPIC is made up of a board of directors elected by the membership to represent training directors in doctoral and postdoctoral psychology training programs.