

New Jersey Psychiatric Association



A District Branch of the American Psychiatric Association

Expert Advisors and Presenters Policies and Procedures

Purpose

To have subject matter experts available to:

- Advise the Board of Trustees
- Participate in Council meetings requiring subject matter expertise
- Assist with the drafting of Association position statements
- Contribute expertise to discussions regarding Association advocacy work, including but not limited to informing the Council on Advocacy Chair and Co-chair and Association lobbyist on matters requiring subject matter expertise
- Serve on Association workgroups formed via Presidential appointment
- Serve as a presenter on Association hosted webinars or in-person conferences, or educational events hosted by outside organizations seeking presenter recommendations from the Association

Eligibility and Application Process

- To be eligible to apply, the applicant must be a member in good standing in an active membership category
- An interested member must submit a completed application, which includes an appendix and current CV, to the Executive Director via email. The application must indicate if the member is applying to serve as an expert advisor or presenter or both.
- The Executive Committee (EC) shall review all applications and make a recommendation regarding approval to the Board of Trustees
- The Board will consider the application and EC recommendation and vote according to established Board procedures to either approve or reject the applicant as an expert advisor and/or presenter.

Program Management

- Association staff shall
 - Promote the opportunity to become a Board Approved Expert as an advisor and/or presenter to the entire eligible membership on a regular basis
 - Recruit potential applicants
 - Process all applications through the EC review and Board approval process
 - Notify the applicant of the Board's decision
 - electronically maintain all applications (including the appendix and CV)
 - create and maintain a database that records at a minimum the approved experts' name, contact information, approval as expert advisor and/or presenter, and areas of expertise

- Approved member benefits and requirements
 - Option to promote themselves as a NJPA approved expert advisor and/or presenter in their stated and approved area(s) of expertise
 - Option to include their designation as a NJPA approved expert advisor and /or presenter in their stated and approved area(s) of expertise on their CV
 - Approved members may not speak on behalf of the Association unless they are specifically designated to do so by the Board of Trustee or unless they serve in another position, such as President or Council on Advocacy Chair or Co-chair, in which they do have the authority to speak on behalf of the Association. This restriction applies to both expert advisors and presenters.
 - To remain eligible to serve as an expert advisor or presenter, approved members must respond to requests from the Board of Trustees, Association President or Council Chairs with their ability to serve in each instance that they are called upon. Service in each instance is not required. If an approved member is unresponsive to requests for assistance on two consecutive occasions, they shall be removed from the expert advisor and presenter database.