



# ORGANIZED SECTION OFFICER ORIENTATION

Presenters:

**Steven Rathgeb Smith**, *Executive Director*

**Casey Harrigan**, *Director, Member Services*

**Jon Gurstelle**, *Sr. Director, Publishing*

**Clarissa Westphal Nogueira**, *Manager, Communications & Web Development*

**Steve Stoupa**, *Director, Finance & Administration*

**Bennett Grubbs**, *Manager, Teaching and Learning and Editor, APSA Educate*

# Webinar Logistics

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- If you have any questions during the presentation please use the raise hand function or submit them in the Q&A option on your screen.
- This webinar is being recorded and will be made available on the APISA website.

# Agenda

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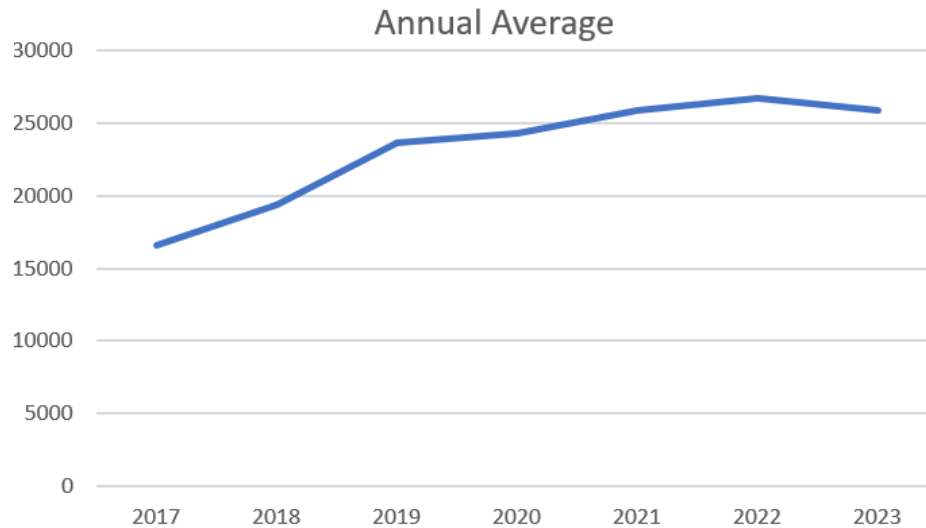
- Welcome and Purpose of Webinar
- APSA Staff
- Current Section data and trends
- Annual Meeting overview
- Important Dates
- Rosters
- APSA Connect
- APSA Website and Section Microsites
- Journals
- Finances
- Questions

# Introduction

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- There are currently 52 APSA Organized Sections.
  - Our newest section, South Asian Politics, was approved at the April 2022 Council Meeting
- Sections are a critical part of APSA and the APSA staff are committed to supporting the growth and development of the sections.
- Section membership can be added at the time of renewal or anytime throughout your membership.
- In 2019 we introduced innovation in our dues structure with multi-year memberships.
  - In addition to Life Members, Multi-year members now receive Organized Section specific renewal notices

# Organized Section Membership



Year	Annual Average
<b>2017</b>	16609
<b>2018</b>	19412
<b>2019</b>	23648
<b>2020</b>	24335
<b>2021</b>	25869
<b>2022</b>	26722
<b>2023</b>	25879

Organized Section Membership as of 10/31/2023: 25,185

Overall APSA Membership as of 10/31/2023: 10,331

# Current Organized Section Overview

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- The average section membership is 528 members.
- **Professional Dues:**
  - Average - \$15
  - Range from \$0 - \$35
- **Student Dues:**
  - Average - \$2
  - Range from \$0 - \$25
  - 39 sections now have waived dues for student members.
- 64% of APSA members belong to one or more organized section.
- 61% of Regular Members are a member of 1 or more section, belonging to 3 sections on average.
- 69% of Student Members are a member of 1 or more section, belonging to 6 sections on average.

# 2023 Annual Meeting Overview

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- 4,000+ in-person attendees
- 921 participated virtually
- 28% of in-person attendees were graduate students
- 27% of in-person attendees were international members
- 1,250 sessions and 27 short courses were held
- 75 business meetings and 36 receptions were held
- 30 exhibitors and 10 sponsors participated in the exhibit hall
- 18 departments conducted interviews while on-site

# VIRTUAL RESEARCH MEETING

FEBRUARY 8 - 9, 2024

## CHALLENGES IN POLITICAL SCIENCE



February 8 and February 9, 2024 – Registration is now open!

This two-day event provides a forum for scholars interested in sharing their research, providing constructive feedback for others, and creating partnerships and networks for future collaboration.

100% digital event will feature opportunities to learn from research workshops, general panels, and a virtual keynote panel around the theme of “*Challenges in Political Science.*”

# Panel Allocations

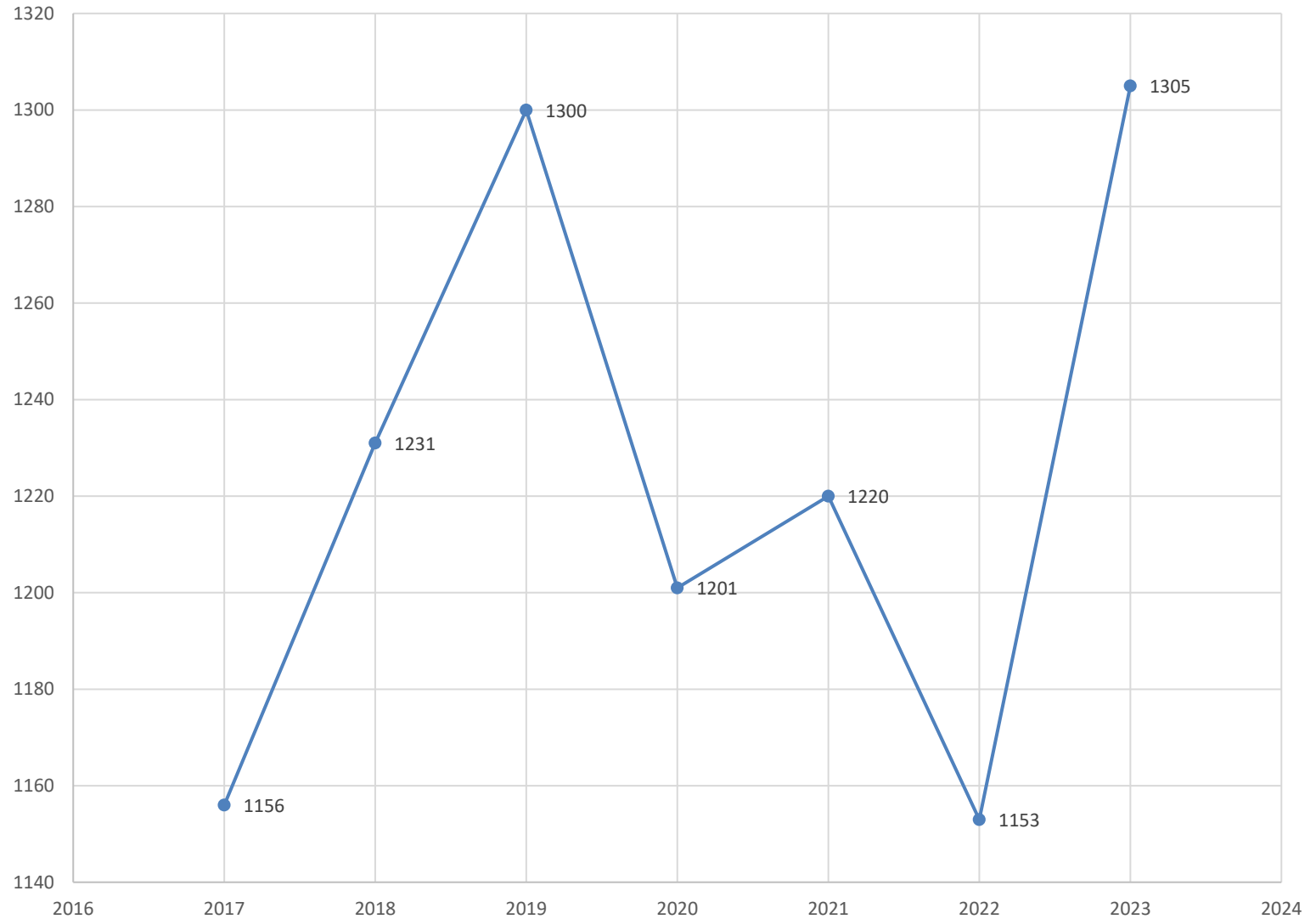
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- Panel slot numbers will be on par with LA, which is above previous years
- 2022 attendance numbers will be used for allocations with the 2024 submission numbers
- Full paper panels can have up to five papers
- Addition of Lightning Round option for divisions and related groups

# Panel Allocations

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Total Allocations



# 2023 Organized Section Awards

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- **251** total awards
- Awards carrying a monetary value range from **\$100** - **\$3000** and/or a travel grant to attend the Annual Meeting.
- Number of awards presented by each section range from **1-10**.
- **5** awards are presented on average by each section.
- **8 sections** provided an additional **\$13,100** in section support grants leading up to the 2023 Annual Meeting

# Section Support Grants

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- Provide monetary support to members leading up to the 2024 Annual Meeting
- APSA assists sections with collecting applications for grants. Once applications are collected, sections have access to approve or decline applications.
- Support Grant funds come directly from Section General Account
- Interest form circulates in May

# 2023-24 Important Dates

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**December** - Business Meeting and Reception Space Request Form opens

**January 17**– Call for Proposals for 2024 Annual Meeting Close

**February 14** – APSA Award Nominations close

**March 29** – Business Meeting and Reception space requests close

**June 3** – Organized Section Award recipients to APSA

**Mid-June**– Catering selections and quantities are due for AM

**June 30** – 2025 Division Chair information due to APSA

**July 15**- Offsite event deadline

**September 5-8, 2024** – 2024 APSA Annual Meeting – Philadelphia, PA

**October 15** – 2024-2025 Section update form due to APSA

# “For Section Officers and Organizers” Webpage

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- Located under membership > Organized Sections > For Section Officers and Organizers
  - <https://www.apsanet.org/MEMBERSHIP/Organized-Sections/For-Section-Officers-and-Organizers>
- Resources that can be found on this page:
  - Section Rosters
  - Orientation Manual
  - Organized Section Handbook
  - Section Award Recipient Form
  - Section Update Form
  - Treasurer Resources
    - Payment Request Form
    - W-9/W-8 BEN Form
    - ACH/Wire Transfer Form

# Section Rosters

- Section Chairs, Treasurers, and Secretaries have access to download current member rosters, once logged in to their APSA account, through the [“For Section Officers and Organizers”](#) page.

## For Section Officers and Organizers

Congratulations on becoming an APSA organized section officer. You will find instruction manuals, schedules, and important documents that will aid you in your position throughout the year.

### Download Section Roster

#### Resources

- [Organized Section Officer Orientation Manual](#)
- [Organized Section Handbook](#)
- [Section Officer and Organizer FAQs](#)
- [Organized Section Officer Orientation Webinar](#)
- [Download section roster](#)

- Section rosters include whether the member is a Student Member or a Regular Member.

FirstName	MiddleName	LastName	Suffix	FullName	Institution	Department	Address1	Address2	City	State	PostalCode	Country	Email	MemType
Casey		Harrigan		Casey Harrigan	APSA		1527 New Hampshire Ave NW		Washington	DC	20036	United States	charrigan@apsanet.org	REG

# Member Lists

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- APSA member lists available upon request:
  - Lapsed section member lists
  - Current APSA members based on fields of interest
- Member lists should only be used to facilitate communication with section members for section related announcements only.  
**Member lists should not be shared, sold, or traded.**
- Journal membership roster requests should come to the membership department who will send the roster directly to the journal publishers.

# New Section Proposal 30-day Comment Period

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- Updates to the Organized Section Handbook, regarding new Organized Section proposals were passed by Council.
- Organizers of potential new organized sections are encouraged to reach out to Chairs of pre-existing sections to request statements of support for inclusion in their proposal.
- Once a proposal for a new section is received, the proposal will be circulated to pre-existing Chairs for a 30-day open comment period. If you have any concerns about the creation of the new section please be sure to respond within the time period.

# APSA Website

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Every section has its own landing page on [apsanet.org/sections](https://apsanet.org/sections) that provides general information about each section including:

- Current Officers
- Section dues
- Award committees and nomination deadlines

All pages are currently being updated with the 2023-2024 information that has been received.

Update requests can be sent to [membership@apsanet.org](mailto:membership@apsanet.org)

# APSA Connect

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- Log in at [connect.apsanet.org](https://connect.apsanet.org). Each organized section has a community, forum and document library.
- Improved APSA Connect platform that allows section officers and members connect with each other, share resources and information, and network with colleagues through discussion forums, document library, and directory
- Section chairs, including some section officers, are allowed administrative access to edit, manage and/or update information listed on their section groups, forums, and microsite.
- Questions about access and privileges should be directed to APSA Communications [communications@apsanet.org](mailto:communications@apsanet.org)
- Instructions on how to navigate your section community including posting messages, uploading documents, editing email settings, and changing your profile image can be found at: [connect.apsanet.org/how-to/](https://connect.apsanet.org/how-to/).

# APSA Connect

## Discussion Forum

The Discussion forum can be used to post:

- Section updates & announcements
- Elections
- Calls for papers
- Job announcements – All job listings **must be posted to eJobs** prior to being posted to APSA Connect
- Meeting notifications




 APSAnet.org

 APSA Connect


 Sections

 Committees


 Directory

 All Groups

 **Forums**

 Document Library

 FAQs

 How to

# APSA Connect

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## Document Library

Use the document library to upload documents to make them accessible to your members.

- Share announcements
- Conference papers
- Teaching slides

Access your section library by visiting your section landing page in APSA Connect and selecting “Documents”

HOME

FORUM 10

MEMBERS 207

DOCUMENTS 4

MANAGE



The document library can be found here:

<https://connect.apsanet.org/documents/>

# APSA Connect





## Directory

You can browse the enhanced search and profile options in the APSA Connect directory.






To change your profile information, login to your MyAPSA profile on [apsanet.org](https://apsanet.org).

The directory can be accessed here:  
<https://connect.apsanet.org/members/>



-  APSAnet.org
-  APSA Connect
-  Sections
-  Committees

### Directory

-  All Groups
-  Forums
-  Document Library
-  FAQs
-  How to

# Journals

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- 21 organized sections offer a subscription to a journal as a member benefit
- Section partnerships range from ownership, editorial control or simply member subscriptions
- Jon is a resource for the sections as they contemplate their plans and journal contracts
  - Issuing RFPs for a new publisher
  - Contractual negotiations
  - Best practices in editorial and production.
  - Journal finance questions
- **Need Subscription Lists?** Contact Member Services at [membership@apsanet.org](mailto:membership@apsanet.org)

# APSA Preprints

- Launched at the 2019 Annual Meeting
- Home for early research: working papers, conference papers, presentations, data
- Subfield classifications and searchability
- Posting requires APSA ID (free)
- Free to access

The screenshot shows the APSA Preprints website. At the top left is the logo for APSA Preprints, which includes the text 'apsaPREPRINTS', 'AMERICAN POLITICAL SCIENCE ASSOCIATION', and 'BETA'. To the right of the logo are navigation links: 'HOW TO SUBMIT', 'BROWSE', and 'ABOUT'. Further right is a search bar with the text 'Search APSA Preprints' and a magnifying glass icon. The main header area features a large green and blue graphic with the text 'APSA Preprints'. Below this is a search input field with the placeholder text 'Enter search term' and a magnifying glass icon, and a white button labeled 'UPLOAD CONTENT'. A yellow warning banner below the header states: 'APSA Preprints is currently under development and you may encounter test data, downtime and some disabled functionality on the beta site.' Below the banner is a section titled 'Browse Categories' with a horizontal line. Underneath are six category buttons, each with a green circle containing a number: 'American Government and Politics' (1), 'Comparative Politics' (6), 'International Relations' (3), 'Methodology' (1), 'Political Science Education and the Profession' (3), and 'Political Theory' (1).

# Reimbursable Expenses

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Organized Sections are encouraged to support their members through awards (book, article, poster, dissertation, career, etc.), travel grants, and research grants.

Additional reimbursable expenses include award plaques, shipping costs, web services, and catering expenses.

**APSA is unable to provide reimbursements for Annual Meeting Registrations or APSA Membership/Section dues.**

Please contact [finance@apsanet.org](mailto:finance@apsanet.org) or [membership@apsanet.org](mailto:membership@apsanet.org) if you have any questions about whether an expense is reimbursable.

# Finances

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## Requests for Payment:

- All payment requests should be submitted to [finance@apsanet.org](mailto:finance@apsanet.org) accompanied with:
  - W-9 (W-8 international); ACH Authorization form; Wire Transfer Form (international); invoice or other supporting documentation
  - Payment request form signed/authorized by the treasurer. Once received, APSA staff will update with the correct account information.
  - Please submit these materials as a complete package
  - Blank copies of required forms can be downloaded from the “For Section Officers and Organizers Page”
- For FY2024, award accounts outside of the section’s general account can disburse 4% based on the 12.31.2023 account total.

# Finances

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## **Receivables:**

- Deposits are processed daily
- APSA allocates dues to each section on a monthly basis

# Financial Reports and Forms

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- APSA will distribute reports on a monthly basis to the section Treasurer.
- Year-end reports are provided once the books have been closed for the fiscal year.
- All finance forms can be found on the “For Section Officers and Organizers” webpage or by email request to [finance@apsanet.org](mailto:finance@apsanet.org)

# APSA's Academic & Professional Development Programs

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## Teaching & Learning

- [Strategies for Teaching Webinars](#)
- [Pedagogy Workshops](#)
- [Teaching & Learning Symposia](#)
- [TLC at APSA Conference-within-a -conference](#)
- [Teaching and Learning Conference](#)
- [APSA Educate](#)

## Professional Development

- [Annual Meeting Dissertation Workshops](#)
- Professional Development workshops and webinars
- [APSA's Status of Graduate Students in the Profession Resource Collection](#)
- [Careers Beyond the Academy](#)
- [Departmental Services](#)
- Annual Meeting Programming

# Academic & Professional Development

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Interested in collaborating with APSA to facilitate a program, workshop, or share resources?

## *1. Event Collaboration: Dissertation workshops, professional development events, or teaching & learning events*

- Provide logistics leading up to and during event
- Share best practices
- Promote your event
- Share recordings or other resources after event

## *2. Resource Sharing & Development:*

- APSA Educate can link directly to and promote your existing organized section syllabus collection or other resources
- Promote a new call for syllabi and teaching resources
- If your section does not have a syllabi/resource collection, we can help you develop or host one on APSA Educate

# Contact Information

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- Member Services – [membership@apsanet.org](mailto:membership@apsanet.org)
- Meetings and Events – [meeting@apsanet.org](mailto:meeting@apsanet.org)
- Publications Team – [publications@apsanet.org](mailto:publications@apsanet.org)
- Communications – [communications@apsanet.org](mailto:communications@apsanet.org)
- Finance Team – [finance@apsanet.org](mailto:finance@apsanet.org)
- Teaching & Learning Programs - [Teaching@apsanet.org](mailto:Teaching@apsanet.org)
- APSA Educate - [Educate@apsanet.org](mailto:Educate@apsanet.org)



Questions?