

AADPRT Operations Manual Procedures for Creating and Maintaining Caucuses

Background and Purpose

Members of AADPRT may choose to come together for the purpose of discussing shared interests, goals, or concerns. AADPRT provides meeting space and time for caucuses at each Annual Meeting and can provide assistance with communication (e.g., sharing email addresses among caucus members). The caucus in turn may share concerns with the Executive Council, and may ask for time during an Executive Council meeting.

A caucus differs from a Committee in that a Committee is deemed necessary for the long-term running of the organization and the Committee Chair must regularly report to the Executive Council. A caucus differs from a Task Force in that the Executive Council creates a Task Force in order to accomplish a specific goal within a set amount of time.

Process for Creating and Maintaining a Caucus

1. If a group of 20 or more members of AADPRT choose to propose a caucus that they feel would meet the particular needs of the caucus members and of AADPRT, that group may submit in writing a proposal to the President. The proposal must include a description of the shared interests and goals that its members will have in common, must demonstrate that there will be sufficient interest in the caucus (e.g., Listserv discussions) and must be no more than one page.
2. The President may bring the proposal to the Executive Council, which will review the request and determine whether or not to form the new caucus. In doing so, the Executive Council must balance specific interests with the broader mission of AADPRT, and must foster cohesion and communication across the organization.
3. Once a caucus has been formed, the Administrative Director will make an announcement to the members of the organization, seeking members for the caucus (beyond the initial 20 or more listed in the proposal). The President is responsible for appointing the Chair of the caucus. The term of the Chair is three years; the Chair may be re-elected to one-year terms twice, for a total of five years. The Chair generally does not sit on the Executive Council, but exceptions can be made.
4. A caucus will not have a responsibility to regularly report to the Executive Council and the Chair of the caucus will not become a member of the Executive Council. At each meeting of the caucus at the Annual Meeting, its member should evaluate the need for continued existence of the caucus.
5. Once a year, the Administrative Director will query the Chairs of caucuses regarding their activities, in order to determine if the Caucus is still active. The Chair of each caucus must submit a list of attendees of the caucus meeting at each Annual Meeting. The Executive Council will determine if

caucuses that are no longer meeting regularly should be reinvigorated or disbanded.

Status of Caucuses (as of August 2016)

1. Assistant/Associate Training Directors
2. Child & Adolescent Psychiatry: Chair is a member of and regularly reports to the Executive Council
3. Community Programs (proposed)
4. Directors of Small Programs
5. Global Psychiatry
6. International Medical Graduate: Chair is a member of and regularly reports to the Executive Council
7. Program Administrators
8. Regional Caucuses: Chair is a member of the Executive Council; the Chair and representatives of each region report to the Executive Council
9. Subspecialty: Chair is a member of and regularly reports to the Executive Council
10. Triple Board
11. VA
12. Vice Chairs (proposed)