I. Purpose Statement

The purpose of the Colleague Assistance Committee (CAC) is to promote health and human welfare among the members of the New Jersey Psychological Association (NJPA). To this end the CAC will develop programs and disseminate information aimed at increasing awareness of the need for self-care for psychologists. In addition, the CAC will develop assistance programs for members who are experiencing difficulties which may impair their own health and welfare and may eventually impact their fitness and competency to carry out their professional responsibilities as psychologists. The CAC will develop a general Colleague Assistance Intervention Program for approval of the NJPA Executive Board. Upon approval of the Board, the CAC will implement this program as needed.

II. Governance of the Colleague Assistance Committee

1. The Colleague Assistance Committee is comprised of a Chair-Elect, Chair, and Past-Chair, a Secretary, and general members. Every effort shall be made to have a diverse membership on the CAC so that its members represent different geographic areas of the state, different career stages, including student, early-, mid, and late-career psychologists, as well as different races, gender identifications, sexual orientations and differently-abled individuals. The committee membership shall include members with expertise in each of the following areas: neuropsychology, alcoholism and addiction, and wellness psychology, or have access to others with these specialties.

2. The Chair is responsible for: setting meeting dates and coordinating them with Central Office and, when necessary, arranging for access to electronic resources; presiding over the CAC meetings; setting the agenda for all meetings, submitting minutes to the committee members for approval and forwarding approved minutes to the executive director; and acting as the liaison with the Central Office.

3. The Past-Chair will serve as the chair in the absence of the Chair.

4. The secretary will be responsible for taking minutes at each meeting and for transmitting the minutes to the Chair.

5. The Chair will serve for three years, as Chair-Elect, Chair and Past-Chair. The chair shall be selected by committee members by November of the year when terms of current officers will expire. The name selected shall be submitted to the
NJPA president for appointment before the December Board Meeting. Terms of office will begin on January 1st. Members will be approved by the Executive Board.

6. The CAC will consult with other NJPA committees/groups, and members, or with other professional groups such as American Psychological Association (APA) or the Board of Psychological Examiners (BoPE), as needed to carry out its mission. The Chair or his or her designees on the CAC will be responsible for initiating such consultations.

7. Members of the CAC shall be NJPA members who are in good standing and shall serve a term of three years which may be renewed for an additional three years.

III. Administrative Procedures

1. Meetings shall be held at least five times each year, or more as needed, either in person or via videoconference.

2. Minutes will be recorded by the secretary and maintained by Central Office. Minutes shall be approved by the CAC by in-person or electronic vote. Approved Minutes shall be forwarded to the Executive Director and shared with the Executive Board.

3. The Chair will draft the agenda for each meeting and forward it to CAC members prior to the meeting.

4. The Chairs will work in conjunction with the Central Office to set the next year’s meeting dates and access to electronic resources for videoconference meetings.

5. Decisions shall be made via majority vote of the officers and members of the CAC.

6. A quorum is needed for action to be taken.

IV. Confidentiality

All proceedings of the CAC shall be considered to be confidential when the CAC is addressing its mission to provide assistance to specific NJPA members who may be manifesting behaviors that might be indicative of impairments of their health or well-being that might eventually impact their fitness and competency to carry out their professional responsibilities as psychologists. In considering actions in such situations, the CAC shall adhere to APA Ethics Code, The New Jersey Licensing Laws and the BoPE Rules and Regulations. Separate Minutes shall be maintained for this portion of the meeting and shall be marked as "Confidential". The Executive Director shall maintain these confidential minutes.
of the CAC in a separate, secure and protected file. Unlike the CAC meeting minutes, these confidential minutes will not be regularly sent to the Executive Board.

The Specific interventional policy developed by the Committee shall be submitted to the Executive Board for its approval prior to implementation.

V. Resource / Consultation Guests

The CAC, through its Chairs, shall invite other NJPA members, staff members, or other experts to join CAC meetings when their areas of expertise are necessary for the CAC to carry out its mission. When such guests are present at meetings directed towards consideration or provision of interventions aimed at assisting at-risk colleagues, resource guests shall be held to the same responsibility of confidentiality as set forth in section IV. above.