Global Organisation for Humanitarian Work Psychology
Executive Board Annual Report (2014 – 2015)
Submitted to Membership: 11 November 2015

Executive Committee Members:

Chair:	Ashley Hoffman
Vice-Chair:	Doug Maynard
General Board Members:	Peter Baguma
	Tara Behrend
	Mary O'Neill Berry
	Stuart Carr
	Ines Meyer
	Laura Sywulak
Student Representative:	Drew Mallory

Summary of Report:

Action Items Completed (See Section D):
- *Clarity of organizational structure*
  - o *Software and websites up-to-date; networking tool implemented*

- *Advocacy and strategic partnerships*
  - o *Social networking platforms rebranded and maintained; continued blogging and newsletter presence; promotion of GOHWP and HWP through journal and book calls and publications*

- *Internal networking and membership resources*
  - o *Membership growth to nearly 400 members; additional opportunities for engagement such as the networking tool and SIOP-UN tool*

Key Recommendations for Incoming Executive Board (See Section E)
Immediate organisational issue:
- Clarity in board member role expectations

Continue to develop:
- Distinction between HWP as a field and GOHWP as an organisation

- Regional and student-based GOHWP groups

- Strategic communication

- Opportunities for immediate membership engagement

Consider focusing on:
- Joining UN Global Compact

A. Purpose of Report

The purpose of this report is to provide the GOHWP membership an update on the activities undertaken by the Executive Board over the past 12 months, since elected, and to provide recommendations for the incoming Board.

B. Background

Per the GOHWP by-laws, elections were held in October 2014 to elect the current Executive Board for the organisation. This Board took over responsibility for leading the organisation from the previous Executive Committee on 1 November 2014.

Per the by-laws, the Executive Board consists of:

- Chair (term: 1 year)
- Vice-Chair (term: 1 year)
- General Board Member (term: 2 years, offset terms) (x6)
- Student Representative (term: 1 year)

Board members agreed to work around the following seven areas of work (portfolios):

· Advocacy (Stu Carr, Mary O'Neill Berry)
· Membership (Tara Behrend)
· Organisational Issues (Ines Meyer)
· Website (Doug Maynard)
· Student issues (Drew Mallory)
· Communications (Laura Swyulak)
· Networking (Peter Baguma)

C. Goals for the 2014/15 Executive Board

Building on the work of the previous Executive Committee, their recommendations, and the results of the membership engagement survey, the Executive Board identified three overarching goals:

1.   *Clarity of organizational structure*
      a. Establish the purview of the organisation and communicate clearly to membership
      b. Continue to explore registration of the organisation.

2.   *Advocacy and strategic partnerships*
      a. Focus on advocacy by i) collating information on the work currently being done by members, ii) identifying areas where HWP has a contribution to make, and iii) raising awareness of i) and ii) through media and conferences;

b. Focus on the specific projects and publications devoted to HWP work, and publicise to membership for involvement

3. ***Internal networking and membership resources***
    a. Continue to develop content for website, including tip-sheets, FAQs, updated resources, and conference information;
    b. Implement a searchable membership profile system
    c. Continue to develop resources for HWP curricula.

D. Action Items Completed:

1. *Clarity of organisational structure*

Related Portfolios:

Organisational Issues (Ines Meyer)

1. *Development of MOOC*

2. *Editing the JOB special issue*

Progress Update

1. *In November 2014, the University of Cape Town (UCT) had expressed an interest in funding and producing a massive open online course (MOOC) on humanitarian work psychology. A course outline for a six-week MOOC was developed in December 2014 and January 2015. In February 2015, the MOOC committee decided that the MOOC was not specific enough and the field too new. The aim was to produce MOOCs in fields in which UCT had already established expertise and was well known for. Instead, I decided to collect material already available (lectures, videos, articles) which could be used in teaching HWP- related topics. I was going to task a Dutch volunteer who had wanted to assist with this. She postponed her stay and only arrived in October, so this goal was not met. I intend on working on this as a resource for myself and will make any resources obtained available for posting on the GOHWP website.*
2. *A number of submissions for the JOB special issue have been received (edited by Lori Foster Thompson, Stuart Carr and Ines Meyer). The due date is 1 December. All are invited to submit manuscripts and to publicise the special issue. The call for Humanitarian Organizational Behavior manuscripts can be found [here](#), under the header "Call for Papers."*

3. *In addition, I conducted research into a possible organizational registration (overarching goal 1b above). The information was presented at the March 2015 board meeting:*

1. *Registering in New Zealand – registering as incorporated society, cost, property belongs to society vs. members, tax exemption for donations under $1000. Or we can register as a charity and get a tax break. But then we must prove that everything we do is charitable. Members do not have to be majority from New Zealand*
2. *Registering in South Africa – as a voluntary association, which is like above – no cost, just a constitution, can be recognized as a nonprofit org and can open a bank account. Tax exemptions as a public benefit organization. Still looking into compliance for New Zealand. In SA, we must keep accounting records, draw up financial statements once per year and a narrative report.*

4. *Overarching goal 1a (Establish the purview of the organisation and communicate clearly to membership) is still to be dealt with. A document outlining the various ways in which GOHWP is described has been compiled by me in 2014 prior to the member survey. The member survey had shown that members desired more clarity on the scope of the organisation. The board felt at the time that it might be best to leave the scope broad for now as the organisation is still in the formation stages. A broad scope would also mean that the organisation is inclusionary.*

Website (Doug Maynard)

Goals:
1. *Regular website and software maintenance*
    1. *WordPress (keep website software up to date, filter and delete blog spam)*
    2. *phpBB (keep forum software up to date, assist with any forum changes)*
    3. *phpList (keep phpList software up to date)*

2. *Add website content and assist others as needed*
    1. *Update web pages (e.g., Our Leadership to reflect new Executive Board)*
    2. *Update GOHWP e-mail addresses and forum details to reflect current Executive Board*
    3. *Add PDFs as necessary (e.g., minutes, reports, resources)*
    4. *Assist others as needed with forum posts, mailing list announcements, etc*

3. *Cross-train 1-2 others to do some of the tasks in Goals 1 & 2 above so that we have someone in place to step in, in the event of illness/travel etc.*

4. *Work with other portfolios to explore and hopefully establish a web tool for GOHWP members to search for other members' profiles based on particular keywords (e.g., projects, interests, location, members)*

Progress Update:
1. *Software updates. Software associated with the website (e.g., phpBB, phplist, WordPress) is up to date. However, with the update of phpBB we have lost some helpful functionality with the GOHWP forums (namely, the ability to receive digests of recent activity on the boards).*

The next web manager should keep checking for the possibility of regaining this function so that the forums are more convenient to keep up to date with.

2. *Website content. The website has been kept up-to-date with information such as current Executive Board member profiles, approved minutes, and GOHWP newsletters.*

3. *Cross-training. Other members of the Executive Board are able to access and use phplist to send out e-mail messages to our mailing list of members. Tara Behrend, in her role with regard to the membership portfolio, learned to use phpBB and phplist to add new members. More progress in the coming year to cross-train other members of the Board, or additional members as deemed appropriate, would be helpful to share the workload and handle situations where the web manager cannot complete their duties for a period of time.*

4. *Member profiles. Probably the most significant improvement of the website is the incorporation of a WordPress plug-in that allows members to maintain their profiles and search for other members based on location, interests, and expertise. One challenge moving forward seems to be to ensure that new members are given new profiles in a timely manner that they can then expand and modify; there is a fair amount of clerical work associated with new memberships, as they need a forum account, a membership profile on the website, as well as being added to the mailing list.*

2. Advocacy and strategic partnerships

Related Portfolios:

Communication (Laura Sywulak)

Goals
1. *Keep social media sites linked and active, sharing media at least 1x per week (not necessarily original content)*
2. *Publish 2 - 3 newsletters per year (Jan, May, Dec)*
3. *Monthly blog post (maybe bi-weekly if I can find additional writers)*
4. *Create an HWP Instagram account with photos of HWP-related research*

Progress Update:
1. *Social media sites were rebranded to be consistent. Media was shared regularly by both board members and GOHWP members and updates were consistent across LinkedIn, Twitter, and Facebook to reach a broader audience. Social media posts should continue at least weekly to keep our social media audience engaged in our sites. More board members should be active on social media to make sure that a broad set of information and materials is shared with membership.*
2. *Spring 2014 and Fall 2015 newsletters were published. This bi-annual cadence seems appropriate at this time based on the board's level of activity. The newsletter was used to*

update members on GOHWP-related news and updates as well as notify them of HWP initiatives in which GOHWP might be interested (conferences, UN SDG work, etc.) An invited editorial from a GOHWP member was included in the Spring newsletter.

3. Blog posts were bimonthly. The format was changed to include HWP-related material that went beyond simple board updates and introductions to random members, with these types of updates limited to the newsletter. The strategy was meant to drive more traffic on the blog. While traffic was not documented, another blog, Cibbyo, recently linked to the post on Slacktivism, an indicator of success in this area. Two guest posts are currently being written by GOHWP members.

4. A GOHWP Instagram account was not created as the board did not feel there was sufficient need or material for an additional social media account

Advocacy (Stuart Carr; Mary O'Neill Berry)

Goals
1. *Cultivate and enhance the profile of HWP and its relevance to global issues such as poverty reduction, inequality reduction, and prosperity enhancement.*

Progress Update:
1. *We have each worked in practical, professional and policy forums to promote the work that GOHWP and HWP does around the world, for instance at SIOP, in the UN itself, through IAAP Division 1, through new books (Mary on all four of these), presentations at the Asian Association of Social Psychology, the Psychological Association of the Philippines, and a special issue of the Journal of Organizational Behavior, which is focused on Humanitarian OB (Stu on these three). Advocacy activities specifically included Mary O'Neill Berry's presentation at the SIOP conference in April, 2015, in Philadelphia, PA, on "Decent Work and Entrepreneurship in the United Nations Sustainable Development Goals." In addition, August 2015 saw the publication of another HWP book, edited by Ishbel McWha-Hermann (past Chair of GOHWP), Douglas C. Maynard, and Mary O'Neill Berry (both current GOHWP Executive Board Members): "Humanitarian Work Psychology and the Global Development Agenda: Case studies and interventions." Several of the chapter authors are GOHWP members. A book launch event is being planned by the publisher to coincide with the SIOP conference in Anaheim, CA, in April 2016; efforts are also under way to try to hold a launch event at the United Nations before the end of 2015. Both will be widely publicised in advance.*

Networking (Peter Baguma)

Goals:
1. *To grow different memberships in all continents in the world*
2. *Have a section on our newsletter that indicates upcoming events so that our members can send networking information and information about our organisation.*

Progress Update:
1. *There has been an effort to reach conferences in sub-Saharan Africa and present information on Global Organisation for Humanitarian Work Psychology.*

3. *Developing Resources for Members*

Related Portfolios:

Membership (Tara Behrend)

Goals:
1. *Maintain membership database: accept new members and add them to forum and mailing list*
2. *Further develop database of HWP references and resources*
3. *Educate members about funding, research, and publication opportunities*
4. *Facilitate connections between members for the purpose of spurring research*

Progress Update:
1. *Our membership base has grown to nearly 400 members as of October 2015. The major publication opportunity, the JOB special issue, was publicised widely by its editors. Connection between members has been initiated via the member profiles, created by Drew and Doug.*

Student issues (Drew Mallory)

Goals:
1. *Working with Deborah Rupp (Purdue University), harmonise GOHWP resource database with HWP-related subjects from corporate social responsibility (CSR), employee justice, organisational ethics, etc.*

2. *Assist Doug in developing a searchable online method for members to interact, request assistance, and find opportunities for collaboration.*

3. *Maintain GOHWP's Facebook presence and student interactions.*

4. *Liaise with SIOP's UN team at points of potential collaboration.*

Progress Update:

1. *Materials, including PhD-level course, are organised and ready for inclusion in the database, although they have not all yet been made publicly available.*

2. *Largely completed. Ready for updates and expansion in the coming year.*

3. *Completed with the significant assistance of Laura.*

4. *Completed, resulting in SDG Matrix project, awaiting debut.*

E. Key Recommendations for Incoming Executive Board

Immediate organisational issues:
1. Clearly defining and outlining role expectations to all board members, particularly those in roles that are more ambiguous, such as student liaison or advocacy focused
2. Push forward in the promotion of the SIOP-UN tool and Project GLOW, a global living wage study, as possible advocacy projects

Continue to develop:
1. Clarity between GOHWP-sponsored initiatives and those that are merely related to HWP as a field of study. This is important in devoting board time to issues that may not be organization-related
2. Immediately promoting engagement of members upon their application approval; focus more on membership returns, and seek continued participation from interested members
3. Clarity in GOHWP's relationship with SIOP and the Alliance for Organizational Psychology
4. Regional and student groups devoted to GOHWP pursuits and interests
5. Strategic communication pieces, including regular blog and newsletter presence, as well as an increased Facebook and Twitter presence to better access both members and folks in developing countries

Consider focusing on:
1. Joining the UN Global Compact
2. The re-visiting of the issue of registering organization as a formal organization

Appendix I: GOHWP Financial Breakdown 11/1/14 – 11/1/15

1. Opening Balance:

   US $182.16

2. Income

Donations from 5 members to a total of US$448.72

3. Expenditure

   US$137.86 (Website renewal, including domain registration & webhosting costs)
   US$52.30 (Webex monthly subscription for GOHWP members meeting)
   US$30.00 (Website plug-in for networking component)
   US$43.90 (Printing newsletters and handouts for SIOP)
   Total: US$264.06

4. Current Balance

   US$366.82

5. Expected Expenditure
   Website renewal, including domain registration and webhosting costs
   Webex monthly subscription for GOHWP members meeting
   Printing newsletters and handouts for SIOP

   Estimated total expenditure: US$235