

Psi Chi/Psychology Club Exec Board Position Descriptions

President: The President is responsible for the overseeing of all listed responsibilities below. It is the job of the president to ensure that all executive members are performing their jobs properly and are given the right support to do so – this includes assisting with the delegation of responsibilities for larger events such as Initiation. Additional responsibilities of this position include: sending weekly emails to all psychology majors and minors about upcoming events, reserving rooms for each meeting (including exec meetings), ensuring pizza receipts and minutes are sent to the office by the Friday after each meeting, corresponding with the faculty advisor on any questions related to Psi Chi/Psychology club, and offering general support to the exec board.

Vice President/Membership Chair: The Vice President is responsible for assisting the president with any and all club related matters. In the event that the president is not available, the VP takes the responsibilities of the president for general body and executive board meetings. Additionally, VP will now handle all matters and questions pertaining to Psi Chi. Responsibilities include: corresponding with the faculty advisor about eligible students, sending out application invites for eligible psychology students each semester, sending out notification to all students not invited, and as mentioned before, helping plan the induction ceremony at the end of the year.

Secretary: The secretary is responsible for typing up the minutes at each exec board and general body meeting. This includes sending these minutes to the women at the office after each general body meeting that pizza is ordered at. With this, the secretary will be in charge of sending the pizza order to the office each Wednesday for general body meetings and will be responsible for delivering that receipt to the office with the minutes. New to this position is the role of acting as a liaison between Psi Chi/Psychology club and faculty members. This includes the advising center. This position will work with faculty members on coming to events and seeing how members can benefit from their extensive knowledge in the fields they study. Lastly, this position will work with the advising office when appropriate for combined meetings and to help spread awareness of the resources they have to offer for students.

Treasurer: The main duty as treasurer is to oversee any activities having to do with money. The treasurer is in charge of keeping check of the budget as well as taking care of any deposits and reimbursements that need to be made in relation to our account. You are also in charge of keeping financial records and changes to be sure the budget is kept up to date. Activities, such as initiation planning, ordering graduation chords or t-shirts, and depositing fundraiser checks and membership fees, are also included as part of your duties. You will be the “keeper” of the 9-digit tax code that will be essential for Fundraising/Programming chair, and thus these positions will work closely with one another.

***NOTE: Positions listed above this line are only available for those accepted into Psi Chi starting Spring 2017**

Fundraising/Programming Chair: For fundraising aspects of this position, local businesses will be contacted at least 2 months in advance in order to schedule fundraisers. In the past, Psi Chi/Psychology club has coordinated with Chipotle, DP Dough, and Buffalo Wild Wings. The most successful fundraiser was Chipotle, and we hope to continue this relationship with them. We must provide tax information to the companies we are looking to work with, so this position will work closely with the Treasurer. Additionally, this position will work with social media chair to advertise for fundraising events and general body meetings. During executive board meetings it will be the responsibility of this member to keep a calendar for the club, including the scheduling of fundraisers and general body meetings. Although this position is not solely in charge of planning

what goes on for each meeting, it will be their responsibility to facilitate this discussion during exec and determine what works best at what times.

Volunteer/Community Service Chair: Volunteer chair will continue Psi Chi's long relationship with Appalachian Behavioral Healthcare and having our members volunteer there. They will schedule orientation dates at least 1 time per semester so that students have an opportunity to become oriented at least once a semester. Additionally, this position is responsible for seeking out and introducing different events on campus that our members may participate in relating to service of any kind. Examples in the past include Big Brothers Big Sisters, and Athens' Beautification day.

Social Media Chair: Social Media Chair is responsible for running the club's Twitter, Facebook, and Instagram. Our social media is very active and the chair is responsible for creating and outreaching posts regularly. This position can also include minor graphic design work, such as poster designs.

Member-at-large: This is a new position that is 100% focused on engagement with undergraduate students. The goal for this position will be outreach, speaking for members in meetings (AKA, telling executive board what students want/need more of), and specifically socializing with members in meetings. PLEASE NOTE: This position will have one person from the SOPHOMORE and JUNIOR classes (as of Fall 2017) – thus there will be TWO people elected and they will work closely with each other throughout the year.