



## **Western Psi Chi**

### **Available Officer Positions**

For full descriptions of positions email [l.fast@western.edu](mailto:l.fast@western.edu)

#### **Secretary:**

- Take and record the minutes of each meeting.
- Distribute copies of the minutes or make copies available to all members.
- Keep accurate roll of members' attendance at meetings.
- Prepare an order of business for the president.
- Keep a list of all committees of the chapter.
- Help members complete online registration if necessary, at least three weeks before your chapter's induction ceremony.

#### **Treasurer:**

- Verify information concerning your chapter's funds, deposits, and accounts, and change the signature on all bank accounts from your predecessor to yourself.
- Establish a working budget with your chapter.
- Collect all fees and dues.
- Pay all bills promptly.
- Keep financial records up-to-date and readily available for observation by faculty advisor, chapter officers, or members.

#### **Historian:**

- Compile the chapter's history as it is made.
- See the photographs are taken at Psi Chi events.
- Prepare a scrapbook detailing the events of the year.

#### **Alumni Coordinator:**

- Serve as a liaison between the chapter and area Psi Chi alumni.

- Establish and maintain a mailing list of chapter alumni.
- Keep alumni informed of chapter activities.

#### **Ambassador/Social Media Voice:**

- Promote awareness of Psi Chi to the campus community and the community at large.
- Distribute monthly calendars of events or similar schedule of activities to all members, via email, forums, or bulletin boards.
- Publicize all Psi Chi events, programs, and activities, using traditional and new media.

#### **Membership Coordinator:**

- Organize membership drives.
- Ensures that all student information is gathered and processed properly to determine eligibility for membership.
- Help new members complete online registration if necessary.
- Plan induction ceremonies.

#### **Program Coordinator/Committee:**

Organize, plan and carry out

- Fun-raising
- Social activities
- Speakers/workshops/field trips

#### **Editor/Newsletter/Journal:**

- Be responsible for chapter publications.
- Encourage student research.
- Help members submit articles to the Psi Chi Journal of Psychological Research.

#### **Campus Liaison:**

- Serve as a liaison between members, other psychology students, and faculty members.
- Represent Psi Chi in the student government association.
- Promote interaction and co sponsorship with other campus organizations.

#### **Webmaster:**

- Maintain chapter website.
- Disseminate chapter information.
- Work closely with the ambassador/social media voice.

#### **Student/Faculty Liaison:**

- Serve as a liaison between members and faculty.
- Assist faculty members with advising when requested.
- Aid faculty members in finding students to assist with research.

#### **Election Coordinator:**

- Organize the nomination and election of chapter officers, preferably at the end of the fall term or the beginning of the spring term.
- Make sure that the officers-elect and the current officers have time to work together. Ensure that the chapter election procedures are included in the chapter bylaws so there is fairness and continuity from year to year.
- Take a vote of the membership in election and send the official chapter ballot.
- Nominate candidates for Society office on behalf of the chapter by the deadline on December 15.