

Officers Expectations 2022-2023

President(s)-

- Delegate responsibilities to the other officers and members of the club
- Keep a list of need to dos and make sure they get done
- Call meetings to order and maintain order during the meetings
- Complete or allocate the responsibilities of the vice-president, treasurer, and/or secretary if those roles are unfulfilled
- Create set goals for the year such as events, community service, etc.
- Schedule regular meetings with the club, officers, and advisors
- Ask the advisor to use their Facility Advisor admin login to update chapter info such as current officer names and enable officers' accessibility to the admin login
- Work with the treasure to determine whether extra chapter funds are needed and plan fundraisers as appropriate
- Remind the social media coordinator to submit at least one Chapter Activities report to Psi Chi to get published
- Confirm with the faculty advisor and outgoing officers that all accounts for the academic year are cleared
- Make sure the club meets the requirements for Inter Club Council and campus recognition
- Lead Chapter grant writing

Vice President-

- Serve as the program chair for the club
- Introduce speakers at meetings
- Obtain facilities for meetings and events
- Make sure that all meetings and events are properly publicized with fliers, social media posts, getting in the Western Calendar, etc.
- Keep in close contact with the President(s) and advisor to help
- Take over the Presidents duties when the President is absent or if they ask for assistance
- Assist in leading chapter grant writing

Secretary-

- Be present at every meeting
- Take thorough notes on the events of the meetings
- Send the meeting minutes to all members that are consistently attending meetings
- Send needed announcements and updates to all majors and minors
- Maintain a current list of all major and minors
- Stay up to date on current and planned events
- Have a close working relationship with upper officers (President/Vice President)
- Send a weekly email to officers to discuss upcoming topics at meetings

- Maintain the club and Psi Chi calendar, stay on top of due dates and events
- Assist in any grant writing for the chapter

Treasurer-

- Maintain books and records of club expenses and available funds
- Have a working relationship with the Interclub council
- Have a working relationship with the club advisor
- Coordinate shopping for supplies
- Keep track of fundraising and where the money getting spent(work with PR)
- Determine if fundraising is needed
- Know the deadlines for monetary chapter grants
- Assist with conference budgets
- Assist in any grant writing for the chapter

Historian-

- Maintain records of current club activities
- Maintain records of past club activities
- Create a yearly scrapbook of this year's events (book, slideshow, etc.)
- Take pictures at every event and special meetings (inductions, fundraising, etc.)
- Reach out to and coordinate with Alumni
- Keep an up-to-date list of Alumni
- Assist in any grant writing for the chapter

Public Relations (PR)-

- Plan and coordinate all events outside of meetings (parties, tabling, trivia, etc.)
- Help plan special events such as inviting speakers, service projects, assist with fundraisers, inductions, and other such activities.
- Work with the social media rep to promote upcoming events.
- Work with treasurer to allocate funds for events
- Work with other officers
- Assist in any grant writing for the chapter

Membership Coordinator-

- Attend preview days with or without advisor's present
- Hang poster around campus for club activities
- Promote Psi Chi application
- Stay up to date in club fairs and other opportunities to get more members
- Assist advisor in add any new members to the psi chi chapter
- Help plan the induction meetings
- Assist in any grant writing for the chapter

Social Media Coordinator-

- Keep the social media's up to date
- Maintain a list of passwords and login info
- Post at least once a week
- Promote events
- Submit noteworthy activities to Psi Chi magazines and the Western calendar
- Maintain the Club board in Kelley including updated officer bios, professor bios, calendars, research, opportunities, an updated club logo, etc.
- Assist in any grant writing for the chapter