World Campus Officer Guidelines

Psi Chi is made up of high-achieving members; in fact, scholastic excellence is a requirement. To be a leader demands more than academic accomplishment. In order to lead, you need to also be creative, wise, and dedicated.

By accepting the challenge of leading your chapter, you will develop a set of skills that are attractive to a wide range of employers and to graduate school acceptance committees. Psi Chi officers learn to organize people and materials, to solve real-world problems, to handle the finances of an organization, and to delegate—among many other skills.

Transition and Continuity During Officer Transition
Chapter leadership changes every year; that is the nature of a student organization. It is important for chapters to have systems in place to make sure that incoming officers are prepared to lead. Throughout the history of Psi Chi, some best practices for maintaining the continuity of a chapter through transitions have emerged:

- Hold elections near the end of the fall semester, or near the beginning of the spring semester.
- Allow officers-elect to work with the incumbent officers for an entire semester, giving new officers time to learn their duties.
- Establish some kind of log or notebook for each office and committee that contains all necessary forms, records, and materials necessary for performing the related duties.
President

Receive a thorough orientation from the preceding President and learn about the duties of your office. Make sure that you have all of the necessary chapter materials to fulfill the duties of your office.

Chapter Leadership

- Be a role model of enthusiasm, integrity, and fairness.
- Lead membership by defining and pursuing the goals and objectives of the chapter.
- Delegate responsibilities to ensure that all members are assigned a task or placed on a committee so each member can participate in the activities and the work of the chapter.
- Facilitate duties of any officer in the event a task arises that is not completed in a timely manner for the chapter to stay on schedule.

Chapter Meetings

- Set and schedule dates for monthly Chapter/ officer meetings during the academic year.
- Prepare meeting agenda with VP and send to Secretary to distribute prior to meetings.
- Call meetings to order and preside.
  - Announce the business before the chapter.
  - Preserve order and decorum during meetings.
  - Be familiar with parliamentary procedure. The Psi Chi Constitution states that the current edition of *Robert’s Rules of Order Newly Revised* governs the Society in all cases to which they are applicable.

Membership / Induction Duties

- Oversee annual Spring Membership Drive
  - Work with Membership/Alumni coordinator to set calendar dates for application deadline and dues deadline and membership induction/officer installation ceremony.
  - Work with VP, Treasurer, Membership/Alumni Coordinator and Faculty Advisor to oversee membership application, approval, and dues payment flow process.
  - Work with Events/Program Coordinator, Membership/Alum Coordinator to ensure ceremony planning and implementation is going smoothly.
  - Work with Treasurer to confirm chapter dues/ national due payments are received and paid prior to induction.

Officer Elections Process/ Installation
- Sets calendar date for application/nomination and voting deadlines
- Work with Faculty Advisor to facilitate nomination/election process for those interested in serving for following academic year
- Works with VP to collect nominee bio’s to send to Faculty advisor to prepare ballot.
- Facilitate induction ceremony of new officers *(usually in tandem with new member inductions)*
- Schedule meeting with present officers to hand over officer roles to incoming officers prior to end of academic year.

**Chapter Finances/Chapter Annual Reports**

- Communication with treasurer regarding chapter finances, incoming monies, and all outgoing expenses
- Obtain end of year financial statement from Treasurer to present to National Psi Chi
- Prepare end of year report on chapter activities to National Psi Chi
- Prepare a report of chapter activities and send it to the Central Office for publication in *Eye on Psi Chi*.

**Chapter Social/ Research/ Fundraising Activities**

- Facilitates discussions with chapter officers and members for ideas in social, research and fundraising efforts
- Oversee fundraising ideas and set up committees for fundraising efforts.
- Work with chapter officers to set dates for activities on social calendar
- Follow up to ensure chapter event dates/ notifications are sent to Webmaster for social media/website posting

**Web page/Social Media Page Oversight**

- Oversee management of Web page content/ page changes with Webmaster
- Work with Webmaster to ensure all notifications are being posted and appearing on all chapter social media sites.

**Chapter Administration duties of President with Semester Deadline Requirements:**

**Following Election, And Before The End Of Spring Term**

- Receive orientation from preceding president and from the faculty advisor.
- Take possession of all the necessary chapter materials—the chapter records, the president’s record, etc.
- Confirm with the faculty advisor and outgoing officers that all accounts from the academic year are cleared and that all reports have been submitted to the Central Office.
Check to see that registrations have been properly administered.
Order and pay for necessary supplies from the Central Office.
Submit one chapter activities report to the Central Office each year.
Read and follow the information in the Psi Chi Chapter Handbook.
Find out what resources are available locally, and Society--wide.
Plan a meeting with outgoing, and/or in-coming officers and the faculty advisor to prepare for the upcoming year.

**Beginning With The Fall Term And Continuing Throughout The Year**

- Be sure that Psi Chi has met requirements for campus recognition with the dean of students (or similar office) and the student government.
- Survey campus needs and individual members’ talents in planning service and leadership projects.
- Plan a retreat or kick--off meeting during the late summer or early fall so members can get acquainted with each other, and so that goals and objectives for the year can be established.
- Involve all members on committees, and in activities.
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  - delegate and assign responsibilities. Always follow up.
- Ensure that the chapter participates in Society Psi Chi elections
- Keep a list of objectives with dates and deadlines.
- Establish regular meeting times for the entire chapter, and determine if extra funds are necessary and plan fundraising functions.
- Make an appointment early in the year with the president of the university and with the dean of students.
  - Offer the services of your chapter to assist with projects.
  - Invite the President and/or Dean of your institution to speak at a chapter meeting or other event.
  - Describe Psi Chi, its goals, and the accomplishments of your chapter.
  - Be prepared to represent Psi Chi whenever the occasion arises.

**Before The End Of The Spring Term**

- Ensure that all required forms have been sent to the Central Office, including the year--end chapter annual report.
- Ensure that all new officers have received the materials related to their offices, and that they are comfortable with their working knowledge of their duties and responsibilities.

Orient your successor and turn over all necessary materials to that person.
**Vice-President**

Receive a thorough orientation from the preceding vice-president. Make sure that you have all of the necessary chapter materials to fulfill the duties of your office.

*Share And Support President And Faculty Advisor*

- The role of the Vice-president is to work closely with the President in all of the duties listed above. Please review President role and be prepared to share and support the President in all duties.
- In the absence of the President, or at the request of the president, perform the President's duties in his or her place. Should the office of President become vacant, the Vice-President will become President automatically to serve for the remainder of the term.
- Keep in close contact with the faculty advisor.

*Serve As The Program Chair For The Chapter*

- Introduce speakers at meetings and programs.
- Obtain facilities for meetings and programs.
- Ensure that all meetings and programs are properly publicized. Work with Webmaster and Events/Program Coordinator.
- Assist chairs of committees.
- Assist the President in preparing the report of chapter activities to send to the Central Office.

*Oversee Chapter Nominations and Elections Process*

- Organize the nomination and election of chapter officers for the next year—preferably at the end 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.
  - Nominate candidates for Society office on behalf of the chapter by the deadline on December 15.
  - Inform members of Society elections, and help them become familiar with the candidates.

Orient your successor and turn over all necessary materials to that person.
Secretary

Receive a thorough orientation from the preceding Secretary and learn about duties of your office. Make sure that you have all of the necessary chapter materials to fulfill the duties of your office.

- Spend time with your predecessor and learn about the duties of your office.
- Take possession of all the materials necessary to perform your duties.

Intra-Chapter Correspondence

- Carry on necessary correspondence given by the President and other officers.
- Place any important correspondence made on behalf of chapter into the dropbox archive.
- Receive and distribute all materials from the Central Psi Chi Office.
- Notify all members and advisors of the place and time of meetings, elections, inductions, and other chapter activities.
  - Inform webmaster of information so that he/she may post on online.

Meeting Agendas And Meeting Minutes

- Distribute the agenda for all meetings to all members by email.
- Take and record the minutes of each meeting.
  - Keep an accurate roll of members’ attendance at meetings
  - Distribute copies of the minutes to all members by email.
  - Publish all meeting minutes into Psi Chi Dropbox.

Maintain Chapter Roster And Committee Rosters

- Keep a list of all committees of the chapter.
- Compile and maintain a list of complete roster of all presiding officers, general members, and alumni. Keep these updated on Psi Chi Dropbox.
  - Incorporate membership status, i.e. previous officer positions held, new positions, current member, alumni.
  - Obtain updates from Membership/Alumni Coordinator to remain abreast of incoming and transitioning members (to alumni status, transfers, etc.)

Orient your successor and turn over all materials related to your office to that person.
Treasurer

Receive a thorough orientation from the preceding Treasurer and learn about duties of your office. Make sure that you have all of the necessary chapter materials to fulfill the duties of your office.

*Financial Accounts Management, Budgeting And Monthly/Annual Reporting*

- Pay all bills promptly
- Verify information concerning your chapter’s funds, deposits, and accounts, and maintain an up-to-date Treasurer’s card on file with the ASA office
- Ensure that all disbursements of chapter funds are made on the order/approval of the chapter and according to Constitution and/or Penn State Campus Student Activities requirements
- Establish and maintain a working budget with your chapter
- Present and publish financial report to the chapter at all monthly meetings
- Keep financial records up-to-date and readily available for observation by the faculty advisor, chapter officers, or members.

*Dues Collection*

- Collect all chapter fees and dues and fundraising monies.
  - Coordinate with the Chapter Advisor the collection, receipt and deposit of dues payments into the chapter’s ASA account by incoming members during Membership Drive season.
  - All dues (Chapter and National Psi Chi) and/or registration fees should be collected and submitted to the Central Office no later than three (3) weeks before the induction of new members.
- Facilitate the payment of National dues to Psi Chi Society on behalf of incoming members. *Requires meeting with Faculty Advisor to issue this payment.*

*Year-End Financial Report*

- Complete the year-end report and file it with the Central Office
- At end of term, work with the newly elected treasurer and turn over all materials necessary to fulfilling the duties of the office.

Orient your successor and turn over all necessary materials related to your office to that person.
**Historian**

Receive a thorough orientation from the preceding Historian and learn about duties of your office. Make sure that you have all of the necessary chapter materials to fulfill the duties of your office.

*Compile The Chapter’s History As It Is Made.*

- Coordinate the collection and preservation of historical records. Keep the chapter’s historical records properly preserved.
- Document and archive all significant events and milestones pertaining to the Club.
- Utilize a variety of media in preserving the Club history, including but not limited to paper documents, photographs (digital or scanned copies), videography, newspaper articles, and electronic files.
- Ensure that the chapter’s historical records are properly preserved.
- Coordinates with Webmaster to upload and post documentation, updates, media to various sites, including: club Facebook page, club website
- Updates documentation on aforementioned sites within 60 days of event

*Promote Awareness Of Anniversaries And Past Events.*

- Maintain communication with officers and members to insure that photographs are taken at Psi Chi events, and obtain documentation
- Update the historical record of the Club, as necessary, and promote awareness of anniversaries, past events and successes.
- Coordinate with Webmaster to create online “scrapbook” for members to add to, including, pictures, bios, and thoughts/comments.

Orient your successor and turn over all necessary materials to that person.
Social Media Voice and Liaison Officer

Receive a thorough orientation from the preceding Social Media Voice and Liaison Officer and learn about duties of your office. Make sure that you have all of the necessary chapter materials to fulfill the duties of your office.

Liaison Between Members And Faculty For Chapter Member Research Opportunities

- Aid member students in finding faculty members who are doing research in particular areas of interest.
- Assist faculty members with advising when requested.
- Aid faculty members in finding member students to assist with research.

Bring Outside News And Information To World Campus Psi Chi Chapter Members

- Be responsible for incoming chapter media.
  - Seeks scholarship and academic quality material from peer-reviewed sources
  - Distribute via email news-worthy items from the Central Office to the chapter members and give to Webmaster to post to chapter media sites.
  - Solicit news items from members for chapter publication, website, and Facebook.
  - Distribute monthly calendars, activity schedules, and news from outside sources such as Psi Chi National, APA, Penn State, Psychology Dept., and others.

Social Media Voice Of Chapter To Outside Campus Community

- Be responsible for promoting awareness of Psi Chi (both the society organization and the local chapter) to the campus community and the community at large.
  - Publicize all Psi Chi events, programs and activities.
  - Submit newsworthy items about the chapter or individual members to campus and community media.
  - Help chapter members submit articles to the *Psi Chi Journal of Psychological Research*.

Liaison Between Psi Chi Chapter And PSU Campus Organizations

- Establish and maintain good relations with other PSU/Psi Chi organizations, cooperatively with the Events/Program Coordinator.
  - Represent Psi Chi in the student government association or similar groups.
  - Promote interaction and co-sponsorship with other campus organizations.
  - Promote awareness of Psi Chi to universities globally.
Orient your successor and turn over all necessary materials to that person.
Webmaster

Receive a thorough orientation from the preceding Webmaster and learn about duties of your office. Make sure that you have all of the necessary chapter materials to fulfill the duties of your office.

Site Maintenance/ Web Development

- Maintain chapter media sites, keeping all site content updated and ensure its accuracy:
  - Facebook
  - Psi Chi Chapter Webpage
  - external email boxes
- Disseminate chapter information to be placed on World Campus Psi Chi Website
- Periodically test the media site mechanisms to ensure that they are working properly, and that problems are handled in a timely manner.
- On direction of President or Vice President, may create online polling/sign-up forms necessary for chapter business

Content Posting

- Work closely with the Event and Program Coordinator and Social Media/Liaison
  - When requested by Social Media/Liaison officer, post on both sites promptly and regularly of approved content.
  - Receives content and places into Website
  - Under direction of chapter officers, regulate and manage the rights of users on different content and posts.
- Ensures members are kept informed of all chapter meetings, events, periodicals, and deadlines

Orient your successor and turn over all necessary materials to that person.
Membership and Alumni Coordinator

Receive a thorough orientation from the preceding Membership/Alumni Coordinator and learn about duties of your office. Make sure that you have all of the necessary chapter materials to fulfill the duties of your office.

Organize Chapter Membership Drives

- Set membership drive deadlines with President and Events/Program Coordinator
- Ensure all chapter media sites and Psychology Club are notified of drive dates and deadlines to encourage membership

Fostering Online Membership Application Process Through Induction

- Working with faculty advisor to ensure that all applicant information is gathered and processed properly to determine eligibility for membership.
- Help student applicants complete online application for membership and provide answers to approval and/or induction, dues payment questions.
- Foster the application process of each applicant to ensure induction completion
- Work with Events/Program Coordinator to plan and implement induction ceremonies
- Obtain biographies and pictures of incoming officers for Psi Chi website and social media pages to forward to Webmaster and Historian for posting and/or archive

Serve As A Liaison Between The Chapter And Psi Chi Alumni

- Keep alumni informed of chapter activities.
- Work with Events/Program Coordinator to corporate alumni into current chapter programs as speakers, workshop leaders, etc.
- Maintain and updated email contact list of alumni for chapter roster

Orient your successor and turn over all necessary materials to that person.
Event and Program Coordinator

Receive a thorough orientation from the preceding Event/Program Coordinator and learn about duties of your office. Make sure that you have all of the necessary chapter materials to fulfill the duties of your office.

Manages The Production Of Live Virtual Events.
- Speakers, Symposia, Workshops, Colloquia, Service Projects, Philanthropies, Tutoring/Advising, Network-working events, Social Events
- Work with Membership/Alumni Coordinator and Webmaster to plan and implement induction ceremonies both on-line and on-campus.
- Edits the videos of live virtual events, when necessary, and provides copies of them to Webmaster for posting, historian to archive and Advisor for sharing with Penn State faculty.

Organize, Plan, And Carry Out On-Campus Events
- Induction ceremonies, Scholarship ceremonies, Field Trips, Network-working events, Social Events
- Works with Membership/Alumni Coordinator on induction/scholarship ceremonies.

Fundraising
- Responsible for soliciting chapter fundraising ideas and chairing all fundraising committees.
- Work closely with Treasurer to organize, plan, and carry out fund-raising.

Orient your successor and turn over all necessary materials to that person.