Psi Chi Officer Roles

**All officers are responsible for:**

· Regular communication and cooperation with other officers

· Attending Psi Chi meetings/events (including Induction)

· Attending officer meetings

· Helping with duties delegated by President and VP

· Training new officers

**President**

* Be a role model.
* Lead membership by defining and pursuing the goals and objectives of the chapter.
* Delegate responsibilities to other officers and members so that all members are involved in committees and/or activities.
* Keep a list of objectives with dates and deadlines.
* Establish regular meeting times for the entire chapter, and officers and advisors.
* Plan fund-raising functions.
* Plan all Psi Chi meetings/events.

**Vice-President**

* Serve under the President and help with planning needs and delegating responsibilities to other officers and members.
* Help to plan all Psi Chi meetings/events.
* Assist all other officers in their duties, if needed.

**Secretary**

* Maintain all records of the chapter.
* Update the mailing list of all chapter members.
* Notify all members and advisors of the place and time of meetings, elections, inductions, and other chapter activities.

**Treasurer**

* Verify information concerning Psi Chi funds, deposits, and accounts.
* Attend 1 SGA Treasurer Training
* Submit dues to Student Affairs and Business Service Center (SABSC) once a week (if on campus).
* Answer all questions pertaining to online dues submission and keep in touch with faculty advisors regarding student concerns/questions (if online).
* Track and deposit money for fundraisers (if on campus)

**2 Liaison positions to fill: UMBC Main Campus Liaison and USG Campus Liaison**

* Promote Psi Chi to psychology students
* Increase Psi Chi’s visibility
* Serve as liaison between Psi Chi and other campus organizations.
* Promote interaction and cosponsorship with other campus organizations.

**Social Media Manager**

* Manage UMBC Psi Chi’s Instagram page @umbcpsichi (and other social media accounts).
* Monitor, moderate and respond to audience comments and create and/or post shareable videos and images.
* Update followers about events and meetings on social media accounts.