



Officer Guidelines

The Best Officer You Can Be

Thank you for serving Psi Chi through your local chapter! Chapter leaders develop a set of skills attractive to a range of employers and graduate school acceptance committees. During your leadership experience, you will learn to organize people and materials, solve real-world problems, and delegate—among many other skills.

The most energetic and successful chapters are those in which all members take part in the chapter's activities and goals, so remember to delegate and share tasks often. Although each chapter has different needs, here are suggested guidelines for popular officer roles that may be useful for your chapter.

Primary Officers (required for your chapter)

- [President \(or Co-President\)](#)
- [Vice-President \(or Co-Vice-President\)](#)
- [Secretary](#)
- [Treasurer](#)

Additional Suggested Officers

- [Membership Coordinator](#)
- [Newsletter/Journal Editor](#)
- [Elections Coordinator](#)
- [Diversity Officer](#)
- [Mental Health \(Help_HelpedMe\) Officer](#)
- [Campus/SGA Liaison](#)
- [Webmaster](#)
- [Social Media Chair](#)
- [Induction Officer](#)
- [Program Coordinator/Committee](#)
- [Alumni Coordinator](#)
- [Historian](#)
- [Fundraising Chair](#)
- [Student/Faculty Liaison](#)



Transition and Continuity

Chapter leadership changes every year, so it is important to ensure that your chapter has systems in place to prepare your incoming officers. Here are three best practices.

1. Hold elections at the end of the fall or spring semester (typically November and March or April).
2. Encourage outgoing officers to help their replacements learn their duties. Here's a handy [Officer Training Worksheet](#) that outgoing officers can use.
3. Establish a log, notebook, or Google Drive folder for each officer position and committee containing all forms, records, and materials necessary for performing the appropriate duties.



Psi Chi Chapter President (or Co-President)

General Duties

- CALL meetings to order and preside.
- MAINTAIN a list of chapter objectives with dates and deadlines.
- DELEGATE responsibilities to ensure that all members are assigned a task or [placed on a committee](#) so that each member can participate.
- COMPLETE or allocate the responsibilities of the [Vice-President](#), [Treasurer](#), and/or [Secretary](#) if any of those roles are unfilled.

Responsibilities Timeline

Immediately Following Elections

- REQUEST an orientation from the outgoing President and ask for all necessary chapter materials to fulfill the duties of your office.
- DOWNLOAD and review the [Advisor/Officer Toolkit](#) (coming Sept. 2024).
- INVITE students to fulfill any officer positions shown in this PDF that will be vacant at the beginning of the upcoming term, semester, or academic year.

Beginning of the Fall Semester

- PLAN a social event or kick-off meeting. At this event:
 - a. Establish [chapter goals and objectives](#), such as [service projects](#).
 - b. Schedule regular meeting times, including some officers-only meetings to plan for upcoming events.
 - c. Create a plan to achieve a [Model Chapter Award](#) (due May 15).
 - d. Make sure all officers have a copy of this Officer Guidelines PDF.
- START your [recruitment drives](#) early to acquire as many members as possible for chapter activities throughout the year. Seek assistance from other members, and designate a [Membership Coordinator](#) as needed.
- SEEK assistance from the [Treasurer](#) to determine whether extra chapter funds are needed, and plan chapter fundraisers as appropriate.

In November and March

- RECRUIT and elect members to serve as officers for the upcoming year or term. You may delegate elections planning to an [Elections Coordinator](#).

Before the End of the Spring Semester

- TRAIN the incoming President and double check that all new officers have received the necessary information and materials related to their offices. Here's an [Officer Training Worksheet](#) that each outgoing officer can use.
- REMIND the [Secretary](#) to submit at least one [Chapter Activities](#) report to the Psi Chi Headquarters each year to be published in *Eye on Psi Chi* magazine.
- VERIFY that the chapter meets requirements for campus recognition for next year with the dean of students (or similar office) and the student government. Consider electing a [Campus/Student Government Association Liaison](#) officer to handle this for you.



Psi Chi Chapter Vice-President (or Co-Vice-President)

General Duties

- 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 via flyers, email, social media, advertisements, etc. A designated [Program Coordinator](#), [Social Media Chair](#), [Newsletter/Journal Editor](#), or other officers may be able to assist you with this.
- KEEP in close contact with the [President](#), Faculty Advisor, and chairs of committees; offer to assist these individuals as needed.
- PERFORM the [President's](#) duties either (a) in the absence of the President or (b) at the President's request.
- REPRESENT Psi Chi whenever the occasion arises.

Responsibilities Timeline

Following Your Election, and Before Summer Break

- LEARN as much as possible from the outgoing Vice-President during the spring semester before you take office in the fall.
- REQUEST a thorough orientation from the outgoing Vice-President. During this orientation, make sure that you receive all necessary chapter materials to fulfill the duties of your office.

Beginning in the Fall

- REVIEW [Model Chapter Award](#) requirements at the beginning of the academic year. Touch base with other officers throughout the year to make sure your chapter stays on track so that you can apply for this award in the spring.
- OFFER to assist the [Secretary](#) in preparing the [Chapter Activities](#) report to send to the Psi Chi Headquarters for publication in *Eye on Psi Chi* magazine.
- ORGANIZE the nomination and election of chapter officers for the next year—preferably at the end of the fall term or the beginning of the spring term to allow incoming officers time to train with outgoing officers. If your chapter has an [Elections Coordinator](#), you may delegate this responsibility to that officer instead.
- SUPPORT your Faculty Advisor in preparing the chapter's induction ceremony as needed. Some chapters designate an [Inductions Officer](#) specifically for this task. Here are [useful induction resources and advice](#).

Before the End of Spring Semester

- APPLY for the [Model Chapter Award](#).
- TRAIN the incoming Vice-President on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's an [Officer Training Worksheet](#).



Psi Chi Chapter Secretary

General Duties

- MAINTAIN custody of all papers of the chapter that are not in the custody of other officers or of the Faculty Advisor. A designated [Historian](#) may help you document your chapter's activities.
- COMPILE and maintain a list of all members' e-mail addresses.
- KEEP a list of all chapter committees.
- REPRESENT Psi Chi whenever the occasion arises.

At Chapter Meetings

- PREPARE an order of business for the [President](#).
- TAKE and record the [minutes of each meeting \(see example\)](#).
 - Distribute copies of the minutes or make copies available to all members.
 - Keep an accurate roll of members' attendance at meetings.
- SIGN the chapter's order to the [Treasurer](#) for the disbursement of any of the chapter's funds.

Responsibilities Timeline

Following Your Election, and Before Summer Break

- LEARN as much as possible from the outgoing Secretary during the spring semester before you take office in the fall.
- REQUEST a thorough orientation from the outgoing Secretary. During this orientation, make sure that you receive all necessary chapter materials to fulfill the duties of your office.

Beginning in the Fall Semester

- NOTIFY all members and advisors of the place and time of meetings, elections, inductions, and other chapter activities. A designated [Program Coordinator](#), [Social Media Chair](#), [Newsletter/Journal Editor](#), or other officers may be able to assist you with promoting upcoming events.
- ASK all members if they receive [Psi Chi Digest](#) emails approximately once a month. If not, instruct them to log in and update their subscription.

Before the End of Spring Semester

- PREPARE a brief report of chapter activities and send it to the Psi Chi Headquarters for publication in *Eye on Psi Chi* magazine. [View submission guidelines and deadlines](#). Multiple submissions throughout the year are encouraged; at least one submission is required so that your chapter will be eligible for the [Model Chapter Award](#).
- TRAIN the incoming Secretary on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).



Psi Chi Chapter Treasurer

General Duties

- KEEP financial records up-to-date and readily available for observation by the Faculty Advisor, officers, or members. Here's a [financial records template](#) to get you started.
- ENSURE that all disbursements of chapter funds are made on the order of the chapter.
- PAY all bills promptly.

Responsibilities Timeline

Immediately Following Your Election

- REQUEST a thorough orientation from the outgoing Treasurer and ask for all necessary chapter materials to fulfill the duties of your office.
- VERIFY your chapter's funds, deposits, and accounts, and change the signature on all bank accounts from your predecessor to yourself.

Beginning in the Fall Semester

- ESTABLISH a working chapter budget at the first meeting, and help determine whether your chapter needs to conduct any fundraisers.
- ASSIST the Faculty Advisor in collecting all Society lifetime membership fees and any optional local chapter fees.
- DEPOSIT all funds from members into your university business office or Psi Chi account.
- SEND one check to the Psi Chi Headquarters equal to the amount of any member order invoices given to you by the Faculty Advisor (note. This only applies if your chapter uses the Batch Processing system). This one check from your chapter account (not individual student checks) should be mailed at least three weeks before your upcoming induction ceremony.
- OFFER to help the Faculty Advisor with ordering all Psi Chi Graduation Regalia at least three weeks before your local graduation ceremonies.
- REPORT to the chapter on a regular basis.

Before the End of Spring Semester

- DOUBLE CHECK with the Faculty Advisor and outgoing officers that all accounts from the academic year are cleared.
- COMPLETE our [Group Tax Exemption Authorization Form](#) to see if your chapter is required to file any financial reports with the Psi Chi Headquarters or Internal Revenue Service (IRS).
- TRAIN the incoming Treasurer on next year's duties and responsibilities. Turn over all necessary materials to that person such as access to computer records and receipts. Here's a handy [Officer Training Worksheet](#).



Psi Chi Chapter Membership Coordinator

General Duties

- ORGANIZE year-round membership drives starting in the fall. View [recruitment instructions](#) (see page 8–9) and [downloadable brochures and posters](#) to learn more.
- MAKE promotional materials widely available to potential members and other officers such as a designated [Newsletter/Journal Editor](#) or [Social Media Chair](#).
- PLAN [induction ceremonies](#) with the assistance of the Faculty Advisor. Some chapters designate an [Inductions Officer](#) so that you can place your full focus on membership drives.
- OFFER to help new members complete online registration if necessary.
- TRAIN the incoming Membership Coordinator on next year’s duties and responsibilities. Turn over all necessary materials to that person. Here’s a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



PSI CHI. THE INTERNATIONAL HONOR SOCIETY IN PSYCHOLOGY

ADDRESS: Psi Chi Headquarters | 808 Chestnut St PMB 55 | Chattanooga, TN 37402 | CONTACT: Phone: +1-423-756-2044 | E-mail: psichi@psichi.org | Web: www.psichi.org

Psi Chi Chapter Newsletter/Journal Editor

General Duties

- LAUNCH a chapter newsletter or journal ([see suggestions](#)).
- CREATE and maintain a regular schedule for upcoming chapter publications.
- PROMOTE upcoming chapter activities such as recruitment events, fund-raisers, and chapter service projects.
- FEATURE member accomplishments, news in your psychology department, and local research.
- EDUCATE others about [Psi Chi Membership Benefits](#), upcoming [Awards and Grants](#), and opportunities to submit to *Psi Chi Journal* and *Eye on Psi Chi* magazine.
- SHARE your publications with all members via email, website, blog, handout, etc. To do this, you may request a list of all chapter member email addresses from the [Secretary](#). You are also invited to share about any new chapter publications with publishing@psichi.org.
- TRAIN the incoming Newsletter/Journal Editor on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



Psi Chi Chapter Elections Coordinator

General Duties

- 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 the chapter election procedures are included in the chapter bylaws so there is fairness and continuity from year to year.
 - Explain the importance of a healthy officer transition to all officers as soon as incoming officers are selected. Encourage these officers to shadow the outgoing officers throughout the spring.
- ASK your chapter to nominate an advisor candidate for Psi Chi's Society-wide elections by the December 15 deadline. Your chapter may absolutely nominate your local Faculty Advisor if desired. You will receive an email with more information about international Society nominations in November.
 - Inform all members about Society elections in February, and make sure they are familiar with the candidates' biographies and position statements.
 - Take a chapter vote for the Society election and ask your Faculty Advisor to submit the chapter's official vote via their Faculty Advisor Admin page.
- TRAIN the incoming Elections Coordinator on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



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Psi Chi Chapter Diversity Officer

General Duties

- ENCOURAGE inclusivity of all types of people in your chapter and community.
- SHARE Psi Chi's [Diversity Resources](#) and activities to be used in meetings, classrooms, and events.
- EDUCATE members about opportunities for [diversity-related financial assistance](#) and [multicultural research](#).
- TRAIN the incoming Diversity Officer on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



Psi Chi Mental Health (Help HelpedMe) Officer

General Duties

- **COMPILE** and maintain a list with contact information for mental health resources, and all helpful resources, on your campus and in your community.
- **SHARE** your chapter's list of mental health resources in meetings, classrooms, and at local events.
- **COMMUNICATE** with local chapter leadership, psychology faculty, etc., about promoting this resource and other mental health organizations on their social media, local newsletters, etc.
- **INVITE** a mental health professional to speak at a chapter meeting or other campus event on behalf of their organization. (Be sure to ask your chapter leadership for their permission and support, and offer to help them promote this event too!)
- **TRAIN** the incoming Help_HelpedMe Officer on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- **REPRESENT** Psi Chi whenever the occasion arises.



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Psi Chi Chapter Campus/SGA Liaison

General Duties

- SERVE as a liaison between members, other psychology students, and faculty members.
- REPRESENT Psi Chi in the student government association or similar groups.
- PROMOTE interaction and cosponsorship with other campus organizations.
- VERIFY that the chapter meets requirements for campus recognition for next year with the dean of students (or similar office) and the student government.
- TRAIN the incoming Campus/SGA Liaison on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



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Psi Chi Chapter Webmaster

General Duties

- LAUNCH a chapter website or blog (see [seven suggested strategies](#)).
- SHARE chapter information, Psi Chi announcements, etc. on your website.
- MAINTAIN the chapter website.
 - Double check that [Membership Requirements](#), [Benefits of Membership](#), and all other information on your chapter website matches with psichi.org
 - Update all references from “National” to Psi Chi the “International” Honor Society in Psychology.
- WORK closely with any designated [Newsletter/Journal Editor](#) or [Social Media Chair](#).
- TRAIN the incoming Webmaster on next year’s duties and responsibilities. Turn over all necessary materials to that person. Here’s a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



Psi Chi Chapter Social Media Chair

General Duties

- PROMOTE awareness of Psi Chi (both the international Society and the local chapter) to the campus community and the community at large. View a more detailed [officer position statement](#) and follow [Psi Chi social media guidelines](#).
- POST at least three times per week on all chapter social media accounts (Instagram, Facebook, etc.). Sharing social media posts by Psi Chi Headquarters will help you “fill in the gaps.”
- DISTRIBUTE monthly calendars of events or a similar schedule of activities to all members via email, forums, or bulletin boards.
- SUBMIT newsworthy items about the chapter or individual members to the campus and community media ([see suggestions](#)).
- SOLICIT news from members to share with the larger community.
- TRAIN the incoming Social Media Chair on next year’s duties and responsibilities. Turn over all necessary materials to that person. Here’s a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



Psi Chi Chapter Induction Officer

General Duties

- ASSIST the Faculty Advisor with planning at least one induction ceremony per year to remain an active chapter. View [induction ceremony resources and advice](#) to learn more.
- TRAIN the incoming Induction Officer on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



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Psi Chi Chapter Program Coordinator/Committee

General Duties

- ORGANIZE, plan, and carry out a specific upcoming event or events ([see these strategies](#)). Example events include invited speakers, symposia, colloquia, workshops, field trips, service projects, philanthropies, tutoring, advising, fund-raising, or social activities.
- WORK closely with any designated [Newsletter/Journal Editor](#) or [Social Media Chair](#) to promote upcoming events.
- TRAIN the incoming Program Coordinator/Committee on next year's duties and responsibilities. Turn over all necessary materials to that person(s). Here's a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



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Psi Chi Chapter Alumni Coordinator

General Duties

- SERVE as a liaison between the chapter and area Psi Chi alumni.
- ESTABLISH and maintain a mailing list of chapter alumni. The [Secretary](#) may be able to assist you with creating this list.
- KEEP alumni informed of chapter activities.
- INCORPORATE alumni into current chapter programs as speakers, workshop leaders, etc.
- TRAIN the incoming Alumni Coordinator on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



Psi Chi Chapter Historian

General Duties

- **COMPILE** the chapter's history as it is made.
- **SEE** that photographs are taken at Psi Chi events.
- **PREPARE** a scrapbook detailing the events of the year.
- **PROMOTE** awareness of anniversaries and past events.
- **KEEP** the chapter's historical records properly preserved.
- **TRAIN** the incoming Historian on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- **REPRESENT** Psi Chi whenever the occasion arises.



Psi Chi Chapter Fundraising Chair

General Duties

- PLAN local fundraising activities, such as walkathons, raffles, and bake sales, in coordination with the needs of your chapter officer team.
- PROMOTE any chapter fundraisers with paper flyers, meeting and classroom announcements, emails, etc. Here are [many ideas for promotions](#).
- SUPPORT and promote organization-wide [Psi Chi giving programs](#) and special fundraisers, such as Giving Tuesday drives in late November.
- REQUEST donations from local businesses, psychology faculty, chapter members, family, etc.
- REPORT donations progress at chapter meetings and with other officers for further dissemination.
- THANK and acknowledge donor gifts.
- TRAIN the incoming Fundraising Chair on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.



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Psi Chi Chapter Student/Faculty Liaison

General Duties

- SERVE as a liaison between members and faculty.
- ASSIST faculty members with advising when requested.
- HELP faculty members find students to assist with research, and assist students in locating faculty members who are doing research in particular areas of interest.
- TRAIN the incoming Student/Faculty Liaison on next year's duties and responsibilities. Turn over all necessary materials to that person. Here's a handy [Officer Training Worksheet](#).
- REPRESENT Psi Chi whenever the occasion arises.