



## Officer Guidelines

### The Best Officer You Can Be

By leading your chapter, you will develop a set of skills attractive to a range of employers and graduate school acceptance committees. Psi Chi officers learn to organize people and materials, solve real-world problems, handle the finances of our Professional Organization, 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
- Vice-President
- Secretary
- Treasurer

#### **Additional Officers**

- Membership Coordinator
- Newsletter/Journal Editor
- Elections Coordinator
- Diversity Officer
- Campus/SGA Liaison
- Web Master
- Social Media Voice/Ambassador
- Induction Officer
- Program Coordinator/Committee
- Alumni Coordinator
- Historian
- Student-Faculty Liaison

### Transition and Continuity

Chapter leadership changes every year. Make sure your chapter has systems in place to prepare your incoming officers. Here are three best practices.

1. Hold elections near the end of the fall semester or the beginning of the spring semester.
2. Encourage incoming officers to work with outgoing officers throughout the spring semester, giving new officers time to learn their duties.
3. Establish a log or notebook for each office and committee that contains all forms, records, and materials necessary for performing the related duties.



## **Psi Chi Chapter President**

### **General Duties**

- EMBODY a model of enthusiasm, integrity, and fairness.
- DELEGATE responsibilities to ensure that all members are assigned a task or [placed on a committee](#) so that each member can participate in the activities and the work of the chapter.
- MAINTAIN a list of objectives with dates and deadlines.
- COMPLETE or allocate the responsibilities of the [Vice-President](#), [Treasurer](#), and/or [Secretary](#) if any of those roles are unfilled.
- REPRESENT Psi Chi whenever the occasion arises.

### **At Chapter Meetings**

- CALL meetings to order and preside.
- PRESERVE order and decorum during meetings.
- FAMILIARIZE yourself with parliamentary procedure. [Here are the basics.](#) 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.

### **Responsibilities Timeline**

#### *Following Elections, and Before Summer Break*

- LEARN as much as possible from the outgoing President during the spring semester before you take office in the fall.
- REQUEST a thorough orientation from the outgoing President at the end of the spring semester. During this orientation, make sure that you receive all necessary chapter materials to fulfill the duties of your office.
- DOWNLOAD and read the [Psi Chi Chapter Handbook](#).

#### *Beginning of the Fall Semester*

- PLAN a retreat or kick-off meeting during the late summer or early fall so that members can get acquainted with each other. At this event:
  - a. Establish [concrete chapter goals and objectives](#) for the year such as [community service projects](#).
  - b. Schedule regular meeting times throughout the year for officers and the faculty advisor, as well as the entire chapter.
  - c. Some Presidents opt to have an officers-only meeting first in order to plan the first all-member meeting or event.
  - d. Be sure to print this PDF so that you can hand out specific instructions for each of your officers.
- START your recruitment drives early to ensure that your chapter has as many members as possible to accomplish chapter activities throughout the year. When recruiting new members, seek assistance from your other members, and consider designating a [Membership Coordinator](#) or [Social](#)



[Media Voice/Ambassador](#) for recruitment as needed. View [recruitment instructions](#) (see pages 8–9) and [downloadable brochures and posters](#) to learn more.

- ASK an advisor to use their Faculty Advisor Admin login to update all current chapter information such as current officers' names. This enables officers access the special [Officer Admin](#) webpage.
- SEEK assistance from the [Treasurer](#) to determine whether extra chapter funds are needed; plan fund-raisers as appropriate. Other officers may assist you with fund-raisers such as a designated [Program Coordinator](#).

#### *In December and January*

- ENSURE that the chapter participates in Society and local chapter elections. It is best to have chapter elections at the end of the fall semester or the beginning of the spring semester to allow incoming officers time to train with outgoing officers. You will learn more about Society elections deadlines via e-mail when the voting portal opens. Some chapters delegate elections responsibilities to a designated [Elections Coordinator](#).

#### *Before the End of the Spring Semester*

- TRAIN the incoming President and double check that all new officers have received the necessary materials related to their offices and are comfortable with their working knowledge of their duties and responsibilities.
- REMIND the [Secretary](#) to submit at least one [Chapter Activities](#) report to the Central Office each year to be published in *Eye on Psi Chi* magazine.
- CONFIRM with the Faculty Advisor and outgoing officers that all accounts for the academic year are cleared.
- 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 specifically handle this for you.



## **Psi Chi Chapter 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, e-mail, social media, advertisements, etc. A designated [Program Coordinator](#), [Social Media Voice](#), [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 Central Office 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.



## **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 Voice](#), [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](#) e-mails 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 Central Office 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.



## **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.
- REPRESENT Psi Chi whenever the occasion arises.

### **Responsibilities Timeline**

#### *Following Your Election, and Before Summer Break*

- LEARN as much as possible from the outgoing Treasurer during the spring semester before you take office in the fall.
- REQUEST a thorough orientation from the outgoing Treasurer. During this orientation, make sure that you receive all necessary chapter materials to fulfill the duties of your office.
- VERIFY information concerning 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 budget with your chapter at the first meeting, and help determine whether your chapter will need to conduct fund-raisers or other activities.
- 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 Central Office equal to the amount of any member order invoices given to you by the Faculty Advisor. 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.



## PSI CHI. THE INTERNATIONAL HONOR SOCIETY IN PSYCHOLOGY

- COMPLETE our [Group Tax Exemption Authorization Form](#) to see if your chapter is required to file any financial reports with the Central Office 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.



## **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 Voice/Ambassador](#).
- 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.
- REPRESENT Psi Chi whenever the occasion arises.

## **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 e-mail, website, blog, handout, etc. To do this, you may request a list of all chapter member e-mail addresses from the [Secretary](#). You are also invited to share about any new chapter publications with [publishing@psichi.org](mailto:publishing@psichi.org).
- TRAIN the incoming Newsletter/Journal Editor on next year's duties and responsibilities. Turn over all necessary materials to that person.
- 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 e-mail 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.
  - REPRESENT Psi Chi whenever the occasion arises.

### **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.
- REPRESENT Psi Chi whenever the occasion arises.

### **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.



## PSI CHI THE INTERNATIONAL HONOR SOCIETY IN PSYCHOLOGY

- TRAIN the incoming Campus/SGA Liaison on next year's duties and responsibilities. Turn over all necessary materials to that person.
- REPRESENT Psi Chi whenever the occasion arises.

### **Psi Chi Chapter Web Master**

#### **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](http://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 Voice/Ambassador](#).
- TRAIN the incoming Web Master on next year's duties and responsibilities. Turn over all necessary materials to that person.
- REPRESENT Psi Chi whenever the occasion arises.

### **Psi Chi Chapter Social Media Voice/Ambassador**

#### **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](#).
- PUBLICIZE all Psi Chi events, programs, and activities, using traditional and new media.
- DISTRIBUTE monthly calendars of events or a similar schedule of activities to all members via e-mail, 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 Voice/Ambassador on next year's duties and responsibilities. Turn over all necessary materials to that person.
- 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.
- REPRESENT Psi Chi whenever the occasion arises.

### **Psi Chi Chapter Program Coordinator/Committee**

#### **General Duties**

- ORGANIZE, plan, and carry out a specific upcoming event or events. 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 [Ambassador/Social Media Voice](#) 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).
- REPRESENT Psi Chi whenever the occasion arises.

### **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.
- 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.



- REPRESENT Psi Chi whenever the occasion arises.

### **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.
- REPRESENT Psi Chi whenever the occasion arises.