



PSYCHOLOGICAL SOCIETY

University of Central Florida

~ Est. 1972 ~

Officer Tasks & Responsibilities

PRESIDENT

DUTIES INCLUDE:

- Fill out important documents
- Complete financial training (short online course)
- Attend RSO orientation
- Manage business account along with Treasurer
- Ensure all files are updated
- Set goals for the club
- Delegate tasks
- Stay in contact with Dr. Janowsky
- Book rooms
- Be familiar with the Student Union
- Create Executive Board agendas
- Plan ahead for all meetings and events
- Organize and delegate tasks for conferences, banquets and other events

RECOMMENDED SKILLS:

- Communication skills
- Understanding group needs and characteristics
- Organizational & planning skills
- Learning, knowing & understanding resources
- Leadership knowledge
- Delegation
- Courage
- Strong work ethic
- Evaluation
- Setting the example
- Getting and giving information
- Sharing leadership

VICE PRESIDENT

DUTIES INCLUDE:

- Complete financial training
- Attend RSO Orientation
- Maintain contact with SGA Senator
- Assume responsibilities of President in his/her absence
- Perform financial audit with President & Treasurer at beginning & end of each semester
- Co-sign important documents
- Assist President in decision making
- Oversee/assist in delegation of tasks among officers
- Attend posted office hours
- Be accessible for questions/comments/concerns related to organization



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SECRETARY

DUTIES INCLUDE:

- Record meeting minutes for all general meetings
- Composing emails for all members to stay updated
- Keeping record of members who attend meetings
- Organizing paperwork and/or applications

TREASURER

DUTIES INCLUDE:

- Keep track of all funds received and spent during each semester.
- Maintain list of new and active members each semester, and whether dues have been paid.
- Manage the Psych Society bank account. ***This includes*** occasionally depositing any cash or checks received and maintaining an updated ledger in Google Drive detailing all transactions going through the account.
- Create an overall budget for the semester, along with a separate budget for each event Psych Society holds or participates in (e.g. Relay for Life).

EVENT COORDINATOR

DUTIES INCLUDE:

- Plans and organizes both social and volunteer events
- Reserves rooms for volunteer meetings and mentor/mentee events
- Coordinates the mentor/mentee feature of the club

MARKETING DIRECTOR

DUTIES INCLUDE:

- Maintain image & advertising of the organization
- Make flyers/graphics for meetings, events, etc.
- Create PowerPoints for general meetings
- Maintain & monitor social media platforms
- Maintain and update the Psych Society website
- Collaborate with outside vendors to produce promotional items for events (i.e. t-shirts, bags, etc.)

RECOMMENDED SKILLS:

- Strong graphic design skills
- Previous web design experience OR previous experience with Wordpress websites
- Familiarity or previous experience with graphic design software such as Adobe Illustrator/Photoshop or Corel Draw