



Psychology Students' Association of UBC Executive Position Description

BYLAW 5: GENERAL EXECUTIVE DUTIES

Responsibilities of the Executive Council shall include, but are not limited to the following:

5.1.1. The Executive Council shall carry their duties to the best of their ability as written in Bylaw 5. Furthermore, given that the Executive Council helps represent the Department of Psychology as the only Psychology club on the UBC Vancouver campus, Executives should always behave keeping high moral standards in mind, knowing that as a PSA Executive on and off campus, they must behave in such a way that will not jeopardize the image of PSA.

5.1.2. Report regularly to all Executive Council meetings.

5.1.3. Set clear and feasible goals using the Goals and Timeline sheet, and submit to the President in the beginning of each semester, which shall be followed and reviewed throughout the semester.

5.1.4. Keep accurate written records of their meetings and activities, and review and edit the Continuity Report along with the Constitution annually

5.1.5. Hold office hours at least twice weekly, totaling no less than two (2) hours.

5.1.6. Maintain a current curriculum vitae that must be updated at least once at the beginning of each term.

5.1.7. Complete Executive duties as outlined in the Constitution (Bylaw 5).

Responsibilities and Power: PRESIDENT

5.2.1. Chairs all Executive Council meetings.

5.2.2. Reserves the right to designate another member as Chair of Executive Council.

5.2.3. Announces and designates office hours (at least two (2) hours per week) for all executives once at the beginning of each academic term.

5.2.4. Exercises due diligence at meetings and refer to the PSA Constitution where there exists a question of order or procedure.

5.2.5. Enforces compliance with this Constitution, including calling the AGM for constitutional review, editing the Continuity Report with the team and organizing the election.

5.2.6. Supervises and directs the duties of Executive Council.

5.2.7. Assigns duties when necessary to any and all Executive Council.

5.2.8. Acts as the official Spokesperson for the PSA.

5.2.9. Seeks out new opportunities to improve the offerings of PSA to its members by collaborating with all executives.

5.2.10. Seeks out and applies for available funding opportunities (including but not limited to AMS, SUS, and AUS) with Internal Coordinator.

5.2.11. Maintains relations and communications with the Department of Psychology including, but not limited to: the Dean and Dean's office, the Director of Undergraduate Programs and Undergraduate Programs Office, and the Department of Psychology Office.

5.2.12. Performs duties required to further the mission of the PSA including, but not limited to the creation of new ideas to further improve PSA.

Responsibilities and Power: VICE PRESIDENT ACADEMICS

5.3.1. Coordinates the academic efforts of the PSA. This involves creating at least three (3) academic events per semester that appeal to both BA Psychology and BSc Behavioural Neuroscience students.

5.3.2. It is mandatory for the VP Arts Academics to be in the Faculty of Arts, because the position primarily represents the student body of BA Psychology.

5.3.3. Coordinates the Career Night and the Annual Psychology Undergraduate Research Conference (PURC) at the end of the academic year.

5.3.4. Oversees and facilitates the efforts of the Academic Committee.

5.3.5. Ensures that the Academic Committee meets all funding requirements to hold all academic events.

5.3.6. Coordinates with and reports to the President on a regular basis.

Responsibilities and Power: VICE PRESIDENT OF SOCIAL AFFAIRS

5.4.1. Coordinates the social events of the PSA. This involves creating social events that appeal to both BA Psychology and BSc Behavioural Neuroscience students, including but not limited to: the monthly Faculty-Student Socials held throughout the academic year and the end-of-year celebration.

5.4.2. Seeks out opportunities for fundraising, if needed.

5.4.3. Oversees and facilitates the efforts of the Social Committee.

5.4.4. Ensures that the Social Committee meets all funding requirements to hold academic events, and the Annual Psychology Research Conference.

5.4.5. Coordinates with and reports to the President on a regular basis.

Responsibilities and Power: INTERNAL COORDINATOR

5.5.1. Provides an annual budget that includes current and anticipated funds as well as anticipated costs. Works with President to ensure that we will have adequate funds to support all planned events for the academic year.

5.5.2. Works with the President to pursue and apply for available funding opportunities (including but not limited to AMS, SUS, and AUS).

5.5.3. Processes reimbursements within 48 hours of receipt from other PSA executives or the faculty advisor only.

5.5.4. Provides regular updates to the executive about the balance of funds.

5.5.5. Coordinates the minutes and records of the PSA as well as the financial matters.

5.5.6. Takes minutes at every meeting and distributes the minutes in a timely manner (within 24 hours).

5.4.7. Coordinates with and reports to the President on a regular basis

Responsibilities and Power: EXTERNAL COORDINATOR

5.6.1. Coordinates external collaboration with AMS, AUS, and SUS clubs, as well as local businesses, to maximize PSA membership benefits.

5.6.2. Works with the President and Internal Coordinator to pursue and apply for available funding opportunities (including but not limited to AMS, SUS, and AUS).

5.6.3. Coordinates the purchasing of PSA merchandises.

5.6.4. Coordinates with and reports to the President on a regular basis.

Responsibilities and Power: MEMBERSHIP COORDINATOR

5.7.1. Acts the official liaison between the executives and PSA members. This position is designed streamline the membership process and to obtain and maintain high levels of membership satisfaction.

5.7.2. Holds regular membership drives in conjunction with AUS and SUS events. Creates “rush” weeks to generate new memberships and membership revenue in a condensed amount of time.

5.7.3. Moderates social media (e.g., PSA website, Facebook, or Twitter) to build a following with the club by posting (at least two posts for each social medium per week).

5.7.4. Advertise events to promote attendance. This also involves seeking out new methods and opportunities with the goal of promoting student engagement at PSA events.

5.7.5. Works to get a “pulse” on what students want from PSA. Communicates that information to the other executives to generate ways PSA can better service its members.