

# Psychology Students' Association of UBC

## Executive and Committee Position Descriptions

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The Social Committee operates under VP Social, who is responsible for organizing social events such as PSA Gala at the end of year. Main responsibilities include logistics, ticket sales, fundraisers. Through these positions, you will gain valuable event planning skills that are transferable to various settings, whether it be student clubs or business endeavours. Please email [psa.vpsocial@psych.ubc.ca](mailto:psa.vpsocial@psych.ubc.ca) for any inquiries.

### Social Committee

- Assist VP Social in planning key social events and projects
  - Responsible for set-ups, take-downs, and executions of events
  - Excellent communication, organization, and negotiation skills are mandatory
  - Logistics experience is an asset
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The Academic Committee operates under VP Academic, who is responsible for organizing academic events such as Psychology Careers Night and Psychology Undergraduate Research Conference (PURC). It will also be developing the first yearbook for the graduating Psychology class of 2016/17. Through these positions, you will gain valuable event planning skills and connections to the faculty members of the Psychology department. Please email [psa.vpacademics@psych.ubc.ca](mailto:psa.vpacademics@psych.ubc.ca) for any inquiries.

### Academic Committee

- Assist VP Academic in planning key academic events and projects
  - Responsible for set-ups, take-downs, and executions of events
  - Excellent communication, organization, and negotiation skills are mandatory
  - Logistics experience is an asset
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The Membership Committee operates under Membership Coordinator, who is responsible for membership recruitment and retention, as well as event promotion. Through these positions, you will solidify your skills in public speaking to a broad audience of undergraduate students, creative marketing, and effective online communications. Please email [psa.membership@psych.ubc.ca](mailto:psa.membership@psych.ubc.ca) for any inquiries.

### Membership Committee

- Assist MC in online and offline event promotions
- Analyze and implement marketing strategies to maximize event attendance
- Create content for the 4 main social media platforms of PSA: website, email, Facebook, and Twitter

### Event Photographers

- Experience in portrait and event photography
  - Must be available for PSA events to take event photographs at 1-2 weeks' notice
  - A portfolio of at least 3 original photographs is required
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If you are interested in the Committee positions, please email your application with the **interested position as the subject line** to [volunteerforpsa@gmail.com](mailto:volunteerforpsa@gmail.com) as soon as possible, as we are accepting on a rolling basis. Each applicant may only apply to a **maximum of 2 positions** (ranked in the order of interest and qualification).

Your application should include a **1-page resume** and **answers** to the following questions:

- Why do you want to become an executive member of PSA?
- How does your previous experience(s) recommend you as a strong candidate?

Thank you for your interest. All applicants will be emailed regarding their application status, and selected candidates will be offered interviews.

We look forward to having you on the team! Don't forget to follow us on [Facebook](#) and [Twitter](#) for the latest PSA information.

