



**Psychology Student Association at UC Irvine
2022-2023 Vice President & Liaison Application**

*The following positions are available for next year's PSA Board:
President, Vice President, Secretary, Treasurer, Fundraising, Webmaster, Community Service
Chair, Social Chair, Marketing Chair, and Outreach Chair, Project Coordinator*

Name: _____ Year: _____

Major: _____ Email: _____

Expected Graduation Year: _____

Position(s) applying for (Choose top three and number them in order of preference, 1 being first and 3 being last). ***If you are applying for more than one position, please complete the application of each position.***

- 1.
- 2.
- 3.

1. How long have you been a P.S.A member? What is your biggest takeaway from P.S.A? And have you held any leadership positions within PSA? If so, which position(s)?

2. What previous experience do you have that applies to the position you are applying for?

3. What specific qualities do you have that would help you fulfill your duties as the Vice President and Liaison?

4. What ideas do you have that you think would improve P.S.A next year and how will you fulfill those ideas as the Vice President and Liaison?

5. What other commitments do you have/will you have next year (jobs, internships, clubs you're affiliated with, community service, etc.)?

6. Will you be able to (please highlight one):
 - a. Attend all meetings and events for PSA? Yes / No
 - i. General meetings are Wednesdays from 6-7pm
 - b. Commit some time on weekends for PSA duties? Yes / No

****Email your completed application to psa.ucirvine@gmail.com no later than
Sunday April 24th at 11:59pm****

Description of Board Position Duties

President

The position of President is to oversee all events, committees, internships, and events that interact with P.S.A. You are to ensure that PSA is a Registered Campus Organization (RCO) at the start of the school year. You will lead general meetings, communicate with organizations on and off campus, set up yearly events such as UCI Fall Involvement Fair, Winter Involvement Fair, Take Back the Night, Celebrate UCI in the Spring, and more. You must be willing to learn and grow with your peers and feel comfortable speaking in front of people. You must be comfortable delegating any situations that may arise throughout the year between board, interns, or members. Time management, leadership, and communication skills are key to success of the position, the board, and the overall club. P.S.A is a growing club and you must be willing to take on the position for a year and dedicate work to the best of the club and to the best of your ability.

Vice President

The position of Vice President and Liaison is to ensure withstanding communication between affiliated organizations on and off campus and P.S.A. You represent P.S.A. during affiliated organization meetings. Communication skills, organization and professionalism is key to this position. Not only are you the right hand to the President, but you must carry on your own duties of keeping P.S.A involved and relevant in the UCI Community. You ensure that there is an organization system in place for all events (external - such as affiliated organizations, speakers) and internal (general meeting, internship programs). The Vice President ensures each board member remains updated and updates the proper documentation per their events, payments, and collaborations.

Treasurer

The position of Treasurer is to manage the club's finances. This includes all membership dues, reimbursements, budgeting, and expenses. You are to collaborate with other board members to come up with their chair budgets at the start of every quarter along with creating budgets for other expenses such as shipping, giveaways, and allocate money for possible scholarships/end of the year banquet. After creating budgets, consult with the President for approval. You are also expected to report PSA's current balance at every board meeting. You are also to ensure that PSA always has a minimum balance of \$500 in their ASUCI account and \$200 in their venmo.

Secretary

As Secretary, you will be tasked with using MailChimp to create and send out PSA's weekly newsletter to update members about the week's upcoming activities and important information. You will also maintain the PSA mailing list and add members to the contact list as needed. You must be comfortable with mass emailing, as well as Gmail, Google Docs, Google Sheets, and Google Slides. You will also maintain the PSA calendar, where you keep members updated on the different meetings and outside events planned for the quarter. During board meetings, you are responsible for taking notes and ensuring other board members have access to them after the meeting.

Community Service Chair

The Community Service Chair is responsible for leading a committee and planning volunteering events that not only involve giving back to the community but are also relevant to the field of psychology. You will be responsible for finding various opportunities that take place throughout the quarter. You will be in charge of planning a minimum of 2-3 community service events per quarter. Events will range from drives, weekend volunteer opportunities, weekday service events, and anything creative you can bring to the table. Therefore, you must have an open schedule, especially on weekends, and you must also be comfortable networking with other organizations (emails, phone calls, etc). Because other board members will be planning events as well, you must be able and willing to collaborate with a large group of people while managing your time wisely and efficiently. While promoting the values of social development and altruism, you must take on the role as a leader for your events and encourage your members to be active at all times, even when that requires you stepping out of your comfort zone.

Social Chair

The Social Chair is to organize, promote, and maintain control of ice-breakers, social events, and after-events on and off-campus. There is to be an ice-breaker at every meeting and at least 2 socials per quarter. This includes purchasing food, researching potential venues and dates, staying within the social chair budget set by the treasurer, and working with the marketing team to help promote events. Social events and icebreakers are made for the purpose of new and current members to interact with each other and have fun while forming new connections and friendships in the process. You will also be responsible for leading your interns and conducting meetings with them on a weekly basis to organize upcoming events, and encourage new and creative projects to work on for the year. As the social chair, you are expected to be present and active at all P.S.A events and board meetings, as well as be open to collaborating with other members of the board. Last, but not least, remember to have fun at your own events!

Marketing Coordinator

It is the Marketing Coordinator's responsibility to effectively promote P.S.A throughout campus. This chair's duties include creating posters for the bridges, creating digital banners, taking photos, making decorations for events (i.e., End of the Quarter Socials), and managing social media (Facebook, Instagram, and Discord). It is crucial to collaborate with your fellow chairs to make sure their events are fully publicized on campus. You should feel comfortable with public speaking, especially when boothing. Marketing Coordinator will lead P.S.A's booths for the Anteater Involvement Fair and Celebrate UCI, events that provide the best opportunity to bring awareness about P.S.A and recruit new members. You will also be in charge of managing a committee to whom you will delegate tasks, making the marketing process more efficient. Time management is key. As the Chair, you must be willing to take on spontaneous tasks brought on by your fellow board.

Webmaster

The Webmaster is in charge of managing everything that involves the website. There are a lot of contents that a Webmaster must keep (e.g. news, slides, photos, files, exclusive content). Therefore, you must be highly organized and know how to present large information into condense format. We highly prefer applicants with prior experience in web management and Wix (i.e. the program used to run our website) but it is not required. Aside from website duties, you will be in charge of leading a Web Intern throughout the school year, as well as advertising P.S.A in social media. This requires skills involving marketing, writing, and communication.

Outreach Chair

The Outreach Chair is responsible for making external connections for PSA. Your duties will be to find 2-3 research, internship, or job opportunities for students to apply to for each weekly general meeting. The Outreach Chair must be in contact with various organizations, therefore you must be comfortable speaking over the phone and drafting/creating professional emails. You must meet with your committee to plan and organize what organizations and/or who to get in contact with. Then, at the start of each weekly general meeting, a PowerPoint slide must be made to notify the general members of the weekly opportunities found by you and your committee. For each board meeting, you must be prepared to describe what opportunities you found and consult with the board to ensure it is the best for the members. This position allows for much personal growth and the ability to create connections that will last after you leave campus. It is important to have communication, networking, and leadership skills for this position.

Fundraising Chair

The Fundraising Chair is to collaborate with the President to set ring road fundraising dates (this is if in-person instruction is to happen). You are to also plan what will be sold during our ring road sales and have the option to create a committee to help plan and run the fundraisers. To properly plan for fundraisers, ask the Treasurer what your budget is and how much you should be bringing in per quarter. You will also be responsible to report fundraiser earnings to the Treasurer and to board during board meetings. If UCI will continue virtual learning, you are to host one fundraising event per quarter and still report all earnings to the Treasurer and board. The chair is also responsible to research ways to earn money for the organization and apply to those opportunities (e.g.. COVP Awards, SAES).

Project Coordinator

The Project Coordinator is responsible for finding and networking with an external organization to collaborate with year long upon consulting the Board. You are to handle all things related to this project which includes ensuring member engagement, tracking and maintaining volunteer hours, communicating with the external organization and reporting all communication to the Board. It is necessary to have effective communication, leadership, organizational, networking, and innovation skills to be successful in this position.