



Position: President

Main Responsibilities:

- Club Registration
 - Reregister club through Cal Poly Now
 - Attend training for club registration
- General
 - Delegate tasks to board members
 - Lead board meetings
 - Manage One Drive
 - Manage Psi Chi email
 - Connect with other club presidents
- Board Communication
 - Use email and Slack to communicate important information
 - Use Slack channels calendar to keep track of events
 - Knowledge of Group me or text
- Member communication
 - Send welcome email to new members
- Events
 - Upload all event recordings to the One Drive
 - Send out surveys for event feedback
 - Communicate with panelists and organize event time and date
 - Plan events in e-plan

Position: Vice President

Main Responsibilities:

- Manage Psi Chi website
 - Upload panel recordings to the recordings tab on website from recordings folder in One Drive
 - Upload pictures from events onto the event page
 - Add event details to the event page and make sure everything is up to date
- Assist President in duties such as leading board meetings or panels if President is unavailable
- Make slides for presentations and panels (assist President in this duty or take it on completely)
- Plan events and manage responsibilities

Additional Responsibilities & Tips:

- Help find panelists through LinkedIn and add them to contact list

Position: Secretary

Main Responsibilities:

- Record and distribute meeting minutes for board meetings and keep track of attendance
- Take meeting notes for club events (speaker recap, member attendance, etc.)
- Organize OneDrive consisting of all club records and Psi Chi information
- Manage Psi Chi email and respond to questions from members
- Proofread emails and newsletters sent out to Psi Chi members
- Send out Mail Chimp newsletter
- Track current members