

OFFICER & CHAIR NOMINEE PACKET



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International Honor Society in Psychology: Nevada State Chapter (Psi Chi)
1300 Nevada State Drive

Contact:

psichi@nsc.edu

nsc.presence.io/organization/psi-chi



2022-2023 ELECTIONS

Cabinet Officers: Official Membership

Committee Chairs: Official/General Membership

Dear Psi Chi Members,

When it comes to extracurricular activities, colleges don't want you to just be involved in as many as possible. They prefer quality over quantity.

Psi Chi officer and chair positions offer "quality" extracurricular activities. In general, it's an activity that relates to your interests and passions and that you commit to for a prolonged period (a minimum of 2- semesters for officers and 1-semester for chairs). Colleges also want you to take on leadership roles within your extracurricular activities.

"One of the best ways to demonstrate leadership in an extracurricular activity is to get an official leadership position."

Here are a few reasons college admissions officers will appreciate your leadership role:

- It demonstrates dedication, commitment, and a deeper level of involvement.
- It shows a willingness and ability to take on responsibility.
- It indicates that your peers believe in your success and leadership ability.
- It improves academic, professional, and personal skills.

If you're deeply involved and making a difference in your undergraduate degree, it's safe to assume you'll do the same when you get to graduate school. Colleges want dedicated, responsible leaders who will make a difference both at school and in the wider world.

Now that you understand the importance of taking on a leadership role, whether you're a freshman or new to the club, a passion for learning, growing, and helping other students is what Psi Chi seeks in its leaders.

Please review the available positions and submit an application to psichi@nsc.edu

Warm regards,

Estefanny Lopez-Cruz

President, Psi Chi Nevada State Chapter

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Psi Chi Honors Society Officer & Chair Application

Who may apply for a position as an Honors Society Officer and Chair?

Members of Honors Club are selected on the basis of leadership and a sincere commitment to the Honors Society Mission. Official (inducted members) may apply for officer positions; and general members (not inducted members) may apply for any committee chair position.

What is the mission of the Honors Society?

Honors Society is a service-oriented organization for students who are academically focused and wish to help improve their college and/or community.

What are the criteria for membership as an officer and chair?

Officers and Chair must:

- Be enrolled in at least 6 units per semester and must possess and maintain at least a 3.0 GPA.
- Attend all meetings and participate in fundraising or community-building activities.

How do I become an Honors officer or chair?

- Complete an Honors Election application.
- Submit your completed application via email nscipsichi@gmail.com

Where do I get more information if I have additional questions?

- Honors Club: psichi@nsc.edu

SUBMIT ONLY THE LAST 2 PAGES OF THIS ELECTION PACKET TO PSI CHI SECRETARY

Available Positions and duties are listed below.

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Honors Society Officer Positions

President - The most important duty is to preserve the continuity of the chapter:

- Be a role model.
- Lead membership by defining and pursuing the goals and objectives of the chapter.
- Delegate responsibilities to other officers and members so that all members are involved in committees and/or activities.
- Find out what resources are available locally and Society-wide.
- Plan fund-raising functions.
- Manage mediations and or conflicts
- Recruit cabinet members for future semesters and manage the onboarding process.
- Inform members of Society elections, and help them become familiar with the candidates.
- Serve as a liaison between members/psychology students and faculty members.
- Assist faculty members with student advising.

Vice President – Serve in the absence of the President and support Cabinet:

- Assist the secretary in preparing a brief report of chapter activities to send to the Central Office each year.
- Organize project meetings
- Create welcome programs for new members
- Establish regular meeting times for the entire chapter, officers, and advisors.
- Develop academic calendar prior to semester
- Organize membership drives.
- Develop an agenda for meetings
- Assure recruitment is always being executed by all cabinet members.
- Share Psi Chi's Diversity Resources and activities to be used in meetings, classrooms, and events.

Secretary – This role should be filled by a student who possesses strong note-taking, communication, and time management skills. Following are the primary responsibilities:

- Attend all general and project meetings
- Keep a list of objectives with dates and deadlines.
- Take attendance at all general and project meetings and all club activities
- Provide meetings minutes signed to members, faculty, officers, NSSA, CFO, etc.
- Maintain member's contact information and all official documents
- Manage organizational in-coming emails and route to relevant departments
- Notify all officers and chairs of voted/approved events, meeting, activities, projects and fundraisers.
- Establish and maintain a mailing list of chapter alumni (volunteers).
- Send all necessary documents to members from the organization's formal email.
- Schedule 1-on-1's for new inductees and President or Vice president for advising
- Serve as liaison with chapter and area alumni, Establish and maintain a mailing list of chapter alumni, incorporate alumni into current chapter programs as speakers, workshop leaders, etc.

Treasurer – This role should be filled by a student who possesses strong math abilities and organizational and time management skills. Following are the primary responsibilities:

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- Sign financial documents
- Attend all general and project meetings
- Keep accurate records of all monetary transactions
- Provide monthly reports of the financial activities
- Verify a working budget per semester for each project, event, awards, etc.
- Enforce strong internal control and financial management policy
- Regularly assess risks and whether and how such risks should be mitigated
- Manage funds of the club associated with all fundraising, special events, member fees, and merchandise sales/donations.
- Manage grant proposals and or presentation requests in need of funding
- The goal is to make the chapter money, or most objectives will be impossible to achieve.

Historian – This role should be filled by a student who possesses strong math abilities and organizational and time management skills. Following are the primary responsibilities:

- Attend all general and project meetings
- Develop newsletters
- Selects items for publication and approve release dates to align with publishing policies.
- Monitor and manage all publications related to the organization to maintain and reflect brand objectives.
- Enforce Strong internal control of all publications related to the organization.
- Ensure Chapters' historical records are properly preserved.
- Keep a calendar of Approved publication dates that will be published.
- Ensure all events and flyers meet DRC codes prior to publication.
- Serve as liaison with chapter and area alumni (event/induction speakers, workshop leaders, etc).
- See that photographs are taken at Psi Chi events; and Promote awareness of anniversaries, past events, and successes.

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Honors Society Committee Chair Positions

A committee is a body of persons led by the committee chair. The chair delegates, considers, suggests, investigates, and recommends plans of action and or takes action on tasks that align with the specific governing officer of a committee. Chairs increase the officer's ability to complete the organization's tasks efficiently.

Committee Liaison: President (governs this position)

Director of Community Outreach – The primary responsibilities are:

- Assists with the development and recruitment of speakers/workshops/social events/partnerships/field trips/service projects/philanthropies.
- Align outreach with organizations objectives and develop an academic calendar
- Develop a list of outreach alliances/partnerships
- Oversee the development and manage correspondence for outreach projects
- Encourage inclusivity of all types of people in your chapter and community.
- Training session with the President to learn about the organization's document processes and responsibilities.

Committee Liaison: Vice President (governs this position)

Research Director – The primary responsibilities are:

- Research Symposia/Colloquia/conferences/conventions/webinars for psi chi research.
- Research Grants, Psi Chi Undergraduate Scholarships, Model Chapter Awards, Internships
- Manage chapter and memberships activity grants and awards funding opportunities.
- Guide psi chi research projects/labs
- Develop a list of funding options and research needs for NS
- Keep a calendar of filing requirements and deadlines and have clear assignments to help ensure they are all met in a timely manner.
- Encourage inclusivity of all types of people in your chapter and community.

Committee Liaison: Treasurer (governs this position)

Director of Finance – The primary responsibilities are:

- Develop a list of funding options
- Finalize funding & grant requests and submit them to the treasurer
- Enforce strong internal control and financial management policy
- Develop criteria for membership funding from chapter or NS student governing board
- Keep a calendar of filing requirements and deadlines and have clear assignments to help ensure they are all met in a timely manner for funding.
- The goal is to always be on the hunt for ways to make money for your chapter.

Committee Liaison: Secretary (governs this position)

Program Director – The primary responsibilities are:

- Organize the nomination and election of chapter officers

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- Print copies of agenda for members at meetings
- Update new membership to members' contact information log
- Keep a record of all committees' updates, issues, concerns, needs, etc.
- Notify all members of events, meeting, activities, projects, and fundraisers.
- Organize membership drives and develop Induction Ceremony events
- Promote awareness of Psi Chi to the chapter and the campus community at large

Committee Liaison: Historian (governs this position)

Director of Public Relations – The primary responsibilities are:

- Attend campus and community events to promote organization and recruit members.
- Responsible for regularly releasing publications that promote member accomplishments and upcoming events or organizational changes/initiatives.
- Promote the organization's events, meetings, collaborations, and achievements on all social media platforms.
- Develop promotional material and marketing on-campus community at large.
- Promote organization in classes during the beginning of the semester to advance recruitment
- Introduce speakers at local events.
- Develop media posting calendar

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Psi Chi Honors Society Election Application 2023

NAME:

STUDENT ID:

PHONE #:

SCHOOL EMAIL:

PREFERRED OFFICER POSITION

check the box to the left

Cabinet Officer Positions: (Official membership required)

☐	PRESIDENT	☐	VICE PRESIDENT	☐	HISTORIAN
☐	SECRETARY	☐	TREASURER		

Committee Chair Positions: (General membership)

☐	COMMUNITY OUTREACH	☐	RESEARCH DIRECTOR	☐	DIRECTOR OF FINANCE
☐	PROGRAM DIRECTOR	☐	PUBLIC RELATIONS		

Secondary Positions you are willing to Accept:

☐	PRESIDENT	☐	VICE PRESIDENT	☐	HISTORIAN
☐	SECRETARY	☐	TREASURER		

☐	COMMUNITY OUTREACH	☐	RESEARCH DIRECTOR	☐	DIRECTOR OF FINANCE
☐	PROGRAM DIRECTOR	☐	PUBLIC RELATIONS		

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Please rate yourself on the scale below and answer the following questions

1. Using the scale provided, please rate yourself on each of the following qualities.

	5 – Excellent	4 – Good	3 – Neutral	2 – Not Bad	1 - Poor
Leadership					
Initiative					
Dependability					
Communication					
Team player					
Trustworthiness					
Problem Solving					
Time Management					
Organization					
Self-discipline					
Patience					
Assertiveness					
Flexibility					
Ability to Confront					
Social Media Familiarity					
Public Speaking					
Creativity					
Conflict Resolution					

(You may write your response questions on a separate document if you need more space)

2. Why do you want to be an officer or chair?

3. What are some activities you would like to plan, promote and/or participate in?

4. Have you ever held a leadership position before (e.g. high school, church, job, team sport, community service organization)? If so, please describe:

5. What is your definition of leadership?

6. What strengths and skills do you possess that would help you to succeed as an officer?

7. Any additional comments you would like the election board to consider?