



**\*Please make a COPY of this document before editing\***

**Psychology Student Association at UC Irvine  
2025-2026 Treasurer Board Application**

**The following positions are available for next year's PSA Board:**

*Secretary, Treasurer, Webmaster, Community Service Chair, Social Chair, Marketing Chair,  
Outreach Chair, Project Coordinator*

**Must have at least 1 year of experience ON BOARD to apply for the following positions:**

*President, Vice President, Intern Liaison*

**In order to be qualified for a board member position you must be a paid general member**

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Major: \_\_\_\_\_ Email: \_\_\_\_\_

Career of Interest: \_\_\_\_\_ 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 for each position.***

- 1.
- 2.
- 3.

1. How long have you been a P.S.A member? Have you held any leadership positions within PSA? If yes, what position(s)?

2. What previous experience do you have that applies to the Treasurer position?

3. Describe an idea for a potential fundraising opportunity that **has not** been done by PSA this school year (2023-24). How would you go about planning and leading this event as PSA Treasurer?
4. Please share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.
5. What do you believe is the key to a successful budget?
6. What specific qualities do you have that would help you fulfill your duties as a PSA Board Member?
7. What ideas do you have that you think would improve PSA next year and how will you implement those ideas as Treasurer?
8. Will/do you have other commitments next year (jobs, internships, clubs you're affiliated with, community service, etc.)? If so, please list them here.
9. 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 and resume to [psa.ucirvine@gmail.com](mailto:psa.ucirvine@gmail.com) no later than**

**Thursday May 16 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 PSA. 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. PSA 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 is to ensure withstanding communication between affiliated organizations on and off campus and PSA. You represent PSA 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 PSA 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. The Treasurer is to additionally collaborate with the President to set ring road fundraising dates. 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. You are to host one fundraising event per quarter and still report all earnings to PSA Executive Board. Treasurer is also responsible for researching ways to earn money for the organization and apply to those opportunities (e.g., COVP Awards, SAES). General understanding of/experience with Google Sheets and other related organizational software is preferred, but not required.

### **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 club information. You will also be in charge of maintaining PSA's mailing list, adding new members as needed. You must be comfortable with mass emailing, as well as have experience using Gmail, Google Docs, Google Sheets, and Google Slides. General understanding of/experience with Canva or other graphic design websites is also preferred, but not required. You will also be tasked with creating and updating the PSA calendar, where you will keep general members updated on the different meetings and outside events planned for every quarter. During board meetings, you are responsible for taking notes and ensuring other board members have access to them after the meeting. Secretary is additionally in charge of creating and managing the invite list, in addition to collaborating with the Social Chairs to help with logistics and planning for PSA's Spring Banquet.

### **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 and Secretary 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 PSA 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! There will be **two** board members representing this position due to the scope of responsibilities. Should there not be two individuals qualified for this position, one person will suffice.

### **Marketing Chair**

It is the Marketing Chair'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 Chair will lead PSA'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 PSA 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.

### **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. There will be two board members representing this position due to the scope of responsibilities. Should there not be two individuals qualified for this position, one person will suffice.

**Intern Liaison**

The Intern Liaison is in charge of facilitating relations between PSA board members and interns (acting as the bridge between the two), as well as guiding PSA interns through the internship process. Throughout the internship process the Intern Liaison will meet with interns weekly to check on their progress, assign tasks that will aid their growth (professionally, academically, socially), and provide them with more knowledge regarding Psychology and other related fields. While this position will be the main point of contact for interns, the Intern Liaison is required to report to PSA board about their plan for the internship process, intern progress, and any other updates regarding board and/ or intern matters. The type of internship experience is dependent on you and the lessons you want to install in PSA interns, so it is important that you are intentional and look at the bigger picture when leading your interns.