Psi Chi Executive Team

Thank you for your interest in joining the UBC Psi Chi executive team! For the 2019-2020 academic year, we are looking for individuals who are passionate about being part of the UBC Psychology community and are interested in working in a small team setting.

To apply, please email psichi@psych.ubc.ca by 12:00pm on May 1st 2019 with the following:
1. A copy of your CV or resume.
2. The role(s) you wish to apply for and a brief explanation for why you are interested in this role (250 words max.).
3. A brief description of your past experiences and how they apply to your position of choice (250 words max.).
4. A brief description of what you wish to see Psi Chi accomplish in the 2019-2020 year (250 words max.).

President
The main role of the President is to oversee all of UBC Psi Chi’s activities and act as a representative. The President should be someone who is comfortable in a leadership position and is able to communicate effectively with their team members.
Responsibilities:
- Overseeing the activities of the executive team.
  - Maintaining communications within the executive team.
  - Ensuring that the Faculty Advisor is up to date with executive team decisions.
  - Documenting executive team activities (e.g., meeting minutes)
- Managing the UBC Psi Chi email account.
  - Answering questions concerning UBC Psi Chi
- Updating membership archives

Vice President Internal
Deals with internal departmental affairs such as recruitment and chapter awards. Additionally, the VP Internal will be responsible for most of the communications that happen within the Psychology department.
Responsibilities:
- Maintaining communications with the Department of Psychology. For example...
  - Emailing faculty members and staff (e.g., Bonnie, Lexie, Katherine, etc.)
  - Collaborating with faculty and staff for events (e.g., collaborating with Dr. Zysk for the Careers Expo)
  - Applying for funding from the department for our events (e.g., emailing Dr. Barnes)
  - Collaborating with the Psychology Students’ Association (PSA)
- Handling UBC Psi Chi’s social media pages (e.g., Facebook, LinkedIn) (with VP Marketing and Communications)
**Vice President External**
Deals with external affairs such as high school visits, community work, philanthropy, getting sponsorships, etc.

*Responsibilities:*
- Getting sponsorships (e.g., DavidsTea, Subway)
- Handling any expenses/reimbursements
- Maintaining communications with relevant on-campus and off-campus organizations. (e.g., AUS, SUS, AMS, CSI&C)
- Overseeing events that involve individuals outside of UBC Psychology (e.g. High School Lab Tour)

**Vice President Marketing and Communications**
Previously known as *Social Coordinator.* Works closely with the VP Internal in dealing with departmental affairs and maintaining communications with current and prospective members, and with the VP Events in promoting chapter events.

*Responsibilities:*
- Handling UBC Psi Chi’s social media pages (e.g., Facebook, LinkedIn) (with VP Internal)
- Creating and emailing monthly newsletters to current and prospective members
- Creating promotional materials (e.g., posters, Facebook banners, Facebook events pages)

**Vice President Events**
Previous known as *Events Coordinator.* Works closely with the other executives to organize Psi Chi’s events. These events include social events for Psi Chi members, community engagement (e.g. High School Lab Tour), and the Psychology Careers Expo. Although tasks of VP Events may vary, the responsibilities mostly concern event logistics.

*Responsibilities:*
- Creating event timelines
- Hiring event-specific volunteers
- Making checklists of supplies & equipment necessary for each event
- Collecting and compiling feedback