The Psychology Club Officer Application

To be considered for an Officer position for the 2017-2018 school year, please submit the following application and a resume to McKenzie Slone at slone.137@osu.edu no later than 11:59pm on February 8, 2019.

Name:
Year at OSU:
GPA*:
Major(s)/Minors(s):

Position of interest (Check all that apply)**:  ____Co-President  ____Treasurer  ____Social Chair  ____Service Chair  ____Marketing Chair

If you are chosen to be a Psychology Club Officer, can you ensure that you will properly schedule your studying time, work, and/or other student organization obligations in a way that allows you to be fully devoted to the Psych Club and to attend all meetings? Circle: YES/NO

Answer the following short essay questions using no more than 500 words each. If you are a freshman, you may cite high school experiences.

1) Describe relevant leadership experiences you have. Include titles, duties, and any major projects or initiatives you may have worked on.

2) As a potential executive board member, what are your plans or goals for Psychology Club? Specifically, what ideas do you have for events or ways to improve the club? (Make answers specific to position you are applying for)

3) Why do you want to serve as an officer for Psychology Club?

*: If you are a freshman or transfer student, please wait to receive your first semester OSU GPA to submit your application. You will have it by the deadline, and waiting will not affect your application in any way.

**: Please see page 2 of this application for position descriptions. All officers are involved in the selection and contacting of professors to attend meetings.
Officer Descriptions:

Co-Presidents:

Attend presidential training as soon as possible and ensure all requirements are meant to keep the club active, including updating all information on the Ohio Union Directory page. Lead officer meetings and club meetings, as well as having final say in all matters to do with the club. The presidents must approve all actions taken and events proposed by other officers. The presidents will be the face of the organization, spearheading recruitment events and sending out weekly email updates to the list serv, as well as reminders before every event. They will make themselves available to any issues that other officers or general body members may have.

Treasurer:

Attend treasurer training as soon as possible and confer with the previous treasurer to ensure that the bank account is switched over. Is in charge of the club account and finances, must approve all spending. Must keep all records and receipts as well as perform all duties outlined by the Center for Student Leadership, including but not limited to submitting audit forms and paying attention to funding deadlines. Will collect $15 dues from club members and keep track of who has paid them. Will coordinate with other officers to ensure the club budget is satisfactory and all officers are up to date. Shall converse with the Social Chair and Service Chair to make sure that members are meeting all four respective requirements.

Service Chair:

Keep track of the service points earned by each member. Shall find, organize, and lead volunteer opportunities for the club to participate in as a group. Shall coordinate with the Treasurer to plan fundraising events throughout the year. Shall converse with the Social Chair and Treasurer to make sure that members are meeting all four respective requirements.

Social Chair:

Take attendance at every meeting and event. Shall keep record of what is discussed at meetings. Shall find, organize, and lead social events based on the majority of club members' interests. Shall coordinate with the Treasurer to plan the budget for said events. Shall converse with the Service Chair and Treasurer to make sure that members are meeting all four respective requirements.

Marketing Chair:

Recruit members through the use of campus resources. Is in charge of creating flyers and other materials to help promote any club events that the President, Social Chair, Service Chair may plan. Will also be responsible for updating the Facebook page and Department website. Shall converse with the Service Chair, Social Chair and Treasurer to plan and promote fundraising events.