



PRESIDENT

OVERVIEW

The President role is suitable for those with strong leadership ability, extensive experience on the PSA Committee, confidence with public speaking, well-developed organisation skills, an understanding of appropriate delegation, and good people skills. The ability to plan for the long-term and solve problems is also necessary.

The President's workload is high throughout the year, especially so at the start of the year and over the mid-year break.

RESPONSIBILITIES

Lead and Represent PSA and the PSA Committee:

- The President is highly visible and is the public face of PSA. Any negative comments, behaviour, and dealings, in social or professional settings, may have repercussions for the PSA.
- Liaise on behalf of the PSA with other clubs or societies to plan joint events, and inform Social Directors of inter-society events.
- Ensure that plans and objectives set by Committee members are in the best interests of PSA members.
- Provide support and guidance to Committee members without micromanaging or taking over events.
- Attend as many PSA events as possible, and provide assistance on the day to the organising Committee member/s as required.
- Engage with students (Psychology or otherwise) who are outside of the Committee and be open to feedback from them.

Manage the Committee and Source New Members:

- Keep a record of the Committee members' progress in planning their events.
- Committee members who are non-responsive or are not completing assigned work should be contacted to see if there are any problems occurring, PSA-related or not. It is acceptable to not be able to complete something, but a member of the Committee should be informed (preferably the Secretary) so that the work can be delegated.
- If a Committee member is repeatedly not upholding their responsibilities, after consultation with the Secretary, they should be terminated from the position. Open advertisement and an election should be held for the replacement Committee member.
- Ensure that Committee members are aware that they can come to you in cases of interpersonal conflict. The President should provide fair and calm mediation.
- Provide opportunities for Committee members to bond with each other.



PRESIDENT

RESPONSIBILITIES

Establish and Organise Social Media Pages for Psychology Students and for PSA:

- Together with the First-Year Director and the Social Media and Marketing Director, create Facebook pages (or other social media pages) for psychology students. These pages allow students to meet each other and provide each other with study assistance.
- Assist other Directors in maintaining the official PSA Facebook page.

Provide Opportunities for Volunteers:

- Create an official avenue for PSA members to come forward through if they would like to volunteer for PSA

Promote PSA Through School, Faculty and UQ Union Events:

- Provide adequate training for Committee members who are at the Market Day stall.
- On Market Day, delegate membership selling to other Committee members and focus on interacting with the UQ student community. Ensure that all Committee members are remaining hydrated and are sun-safe.
- Present at School of Psychology or HABS Faculty orientation events. Encourage first-years to join PSA and become involved.

Engage with UQ Union, Other Clubs, and the School of Psychology:

- Familiarise yourself with the Clubs Handbook.
- Go to the Presidents' camp and establish relationships with executives of other clubs and societies.
- Establish relationships with the School Manager (most important) and the Head of the Teaching and Learning Committee, and introduce yourself to the Head of the School of Psychology. Work with the School's Engagement Coordinator.

Other Responsibilities:

- Be open to feedback from Committee Members and PSA members in regards to your leadership
- Debrief with the Committee after every event, and take detailed notes of this. Provide this information to future Committee members, if they would find it helpful.
- Provide and update this document as needed



SECRETARY

OVERVIEW

The Secretary role is suitable for those who are dependable, proactive, highly organised, effective at communication, and punctual in meeting deadlines.

The Secretary's workload is high at the beginnings of March and July (around the acquisition of new members at Market Day), and moderate throughout the rest of the year.

RESPONSIBILITIES

Maintain an Organised Record of PSA Members and Comply with UQ Union Requirements:

- Have an in-depth understanding of QPay and how to use it to register new members. Provide assistance to Committee members when using QPay on Market Day.
- Ensure that each member's first name, surname, student number, email address, age, year of study and degree are recorded - for any missing email addresses, combine [s + the first seven letters of their student number + @student.uq.edu.au].
- Provide a spreadsheet containing these details to the Clubs and Societies Coordinator by the allocated deadline.

Compile and Maintain Email Lists and Organise Email Correspondence:

- Compile a PSA member database in MailChimp and update this when new members are registered
- Ensure that, at the beginning of the year, all Directors have access to their PSA email addresses. Forward emails on to the appropriate Director email address when required.

Organise and Attend All Committee Meetings:

- Attend all meetings and record the proceedings in minutes. Email the minutes to all members and upload these to a folder in the shared Google Drive.
- Schedule all PSA meetings, with consideration of the availability of Committee members.
- Compile the meeting agenda items.
- Schedule PSA office hours.
- Advertise any General Meetings to PSA members.
- Maintain a database of course coordinators and lecturers who may advertise PSA events on their Blackboard pages/allow PSA to announce events in their lecture.
- Maintain a PSA event calendar.

Liaise with UQ Union When Planning Events:

- Fill out health and safety forms and UQ Union event forms for every event.
- Organise the borrowing of UQ Union equipment (e.g. barbecues)
- Book UQ Union facilities/rooms/locations (e.g. Schonell Theatre)



TREASURER

OVERVIEW

The Treasurer role is suitable for those with basic mathematical abilities and spreadsheet skills, attention to detail, high levels of organisation, and punctuality for meeting deadlines.

The Treasurer's workload is high at the beginning of the year (organising sponsors for the Psych Card) and high at the beginning of September, but moderate throughout the rest of the year.

RESPONSIBILITIES

Oversee the Physical Means for Money Collection:

- Keep the petty cash box secure and account for petty cash incoming and outgoing.
- Maintain an adequate cash float within the petty cash box.
- Regularly deposit money received from sales.

Advise on Expenditure and Ticket Prices:

- Advise on expenditure for PSA proceedings by taking into account projections for short-term earnings (e.g., expected revenue for an event / merchandise purchase), and long-term expenditure (e.g., based on spending logged in previous Financial Logs).
- Advise on event ticket prices and new merchandise pricing by budgeting for item cost, shipping rates and (sometimes) profit.

Engage with Committee Members and PSA Members:

- Collaborate with the Merchandise and Fundraising Director.
- Respond to directed queries regarding invoices, payment requests or fundraisers.

Account for All Incoming Monies:

- Deposit any cash received into the PSA bank account within 1 week of receipt.
- Ensure the issuance of, and then filing, of receipts for payments or donations.
- Issue and filing invoices for bank transfers received

Account for All Outgoing Monies:

- Approve any purchases made by a PSA member on behalf of the PSA.
- Reimburse members for purchases made on behalf of PSA, upon receipt provision.
- File receipts for cash or credit card purchases made on behalf of the PSA.
- File invoices received for payments made by the PSA

Administrate and Record Finances:

- Compile receipts, payment logs, and bank statements into a Yearly Financial Log (01 Sep - 31 Aug), to be presented for financial audit by the UQ Union.
- Present the Treasurer's Report at the Annual General Meeting.



SOCIAL DIRECTORS

OVERVIEW

There are **two** Social Director roles available – one Director manages within-PSA events, while the other manages collaborative events with other clubs. These roles are suitable for people who are enthusiastic, confident speaking in public and engaging with a diverse range of people, attentive to detail, highly organised, professional, creative, and cooperative.

The Social Directors' workload is low during the summer break, and high throughout the rest of the year.

RESPONSIBILITIES

Work With the Secretary and President to Plan a Timeline for Social Events:

- Consider UQ's calendar, PSA event clashes, and clashes with events held by other clubs.
- Plan PSA's welcome launch for the year.
- Organise sporting events such as social sport sign-ons and capture-the-flag.
- Assist in planning the Psych Ball.
- Organise community events such as R U OK Day.
- Organise general social events such as Tipy Laser Tag.
- Collaborate with other clubs for events such as pub crawls and parties.

Plan and Execute Successful Social Events:

- Organise each event's date, time, location, theme (if applicable), catering, projected attendance, after-party, extras (e.g. decorations), required materials, ticket pricing and ticket sales, and photography.
- Provide assistance to other clubs that PSA is working in conjunction with, if PSA is not the main organiser of the event.
- Collaborate with the Marketing and Media Director to ensure that the promotional materials have been produced and disseminated adequately.
- Provide a clear and accurate brief (written, in-person, or pre-recorded video) to all PSA Committee members who are helping out at an event, and leave time for questions before the event starts.

Other Responsibilities:

- Form professional working relationships with the executives of other clubs, and with the managers of various establishments.
- Promote events via word-of-mouth.
- Monitor the UQPSA main Facebook page and any relevant event pages to answer PSA member questions and queries.
- Attend all events and be familiar with ticketing procedures so events run smoothly.



ACADEMIC DIRECTOR

OVERVIEW

The Academic Director role is suitable for someone with timetabling ability, writing ability, networking ability, punctuality, leadership skills, dedication, and enthusiasm.

The Academic Director's workload is high during the middle of first semester (in preparation for Pathways to Postgrad), and moderate throughout the rest of the year.

RESPONSIBILITIES

Updating PSA Social Media and Website With Relevant Academic Material:

- Post about relevant opportunities and information such as internal scholarships or prizes, recognition and/or congratulations for members of the School of Psychology Community, additional courses or seminars held by UQ, exchange opportunities, Australian Psychological Society events, and other happenings that are relevant to psychology students.

Organise Pathways to Postgrad:

- Arrange basic details of the event such as date and time, location, PSA staffing roster, catering and ticketing.
- Arrange for engaging speakers to attend by contacting previous speakers, seeking recommendations from psychology students and sending emails to psychology staff.
- Organise promotional material with the Media and Marketing Director and book a photographer.
- Prepare an engaging and well-rehearsed speech, along with an informative PowerPoint presentation, to facilitate the night.

Promote the Textbook Borrowing System:

- Ensure that students are aware of the free textbooks that they can borrow from the shelves outside of the PSA office.

Attend Relevant School of Psychology Meetings:

- Attend School of Psychology meetings such as those of the Teaching and Learning Committee

Provide Academic Advice to PSA Members:

- Answer relevant queries from PSA members in regards to academic-related issues
- Refer students with queries that you cannot help with on to relevant School of Psychology staff



INDUSTRY DIRECTORS

OVERVIEW

In 2022, for the first time, there will be **two** Industry Directors. This role is suitable for people with high levels of organisational ability, self-confidence, strong interpersonal skills, confidence, punctuality, a personable attitude and good initiative

The workload for this role is high leading up to Research Night in Semester 1, and high leading up to Industry Night in Semester 2. The workload is moderate for the rest of the year. The Social Directors may choose to each take the lead on one industry event, or to work as joint leaders on both events.

RESPONSIBILITIES

Organise and Execute Research Night:

- Contact School of Psychology researchers, or researchers affiliated with the School of Psychology, to ask if they would like to speak at the event.
- Organise basic event details such as room hire (through the UQ Union), catering (sometimes funded by the School of Psychology), event time and date, and ticketing.
- Deliver a well-rehearsed and engaging speech to begin the night, and facilitate the forum-style discussion with the researchers.
- Meet and greet researchers on the night.
- Create professional PowerPoint slides for the event.
- Develop a pamphlet/booklet with researcher profiles and tips from researchers. Ensure that these are printed and ready for attendees to take home on the night.

Organise and Execute Research Night:

- In first semester, begin contacting relevant industry partners to gauge their interest in attending the event.
- Plan basic event details such as time, date, location, catering, funding from the School of Psychology, ticketing and photography.
- Continue to liaise with industry partners and provide them with details about the event. Confirm who is attending. Organise for some industry partners to speak.
- Create a run sheet for the night.
- Prepare a speech and a PowerPoint to begin the night.
- Organise UQ promotional materials (e.g. tote bags) to gift to attendees.

Other Responsibilities:

- Form relationships with relevant psychology-related organisations and people
- Share information about employment and volunteering opportunities on the UQPSA Facebook page.



FIRST-YEAR DIRECTOR

OVERVIEW

The First-Year Director role is suitable for those with leadership, teamwork and planning skills, enthusiasm, public speaking confidence, creativity, friendliness, and outgoingness.

The First Year Director's workload is moderate over the summer break and high for the first half of Semester 1 (around the planning and implementation of the first-year events), and moderate throughout the rest of the year.

RESPONSIBILITIES

Present at Orientation Events and Organise PSA Orientation Events:

- Alongside the President, speak at orientation events to encourage first-years to become involved with PSA.
- Organise events such as barbecues or pizza parties after orientation events, which the PSA uses to sell memberships to interested first-years.

Plan and Execute the First-Year Retreat:

- Book accommodation by the end of summer holidays.
- Create promotional material with the Marketing and Media Director.
- Organise details such as date, time, ticket price, and food. Create a fun schedule, with activities for students to get to know each other and the Committee.
- Create a group chat with people who have bought tickets - this group chat is very useful for the rest of the year. Also ensure a Facebook event is created.
- Create packing lists, consent forms, and other relevant documents. Ensure these are disseminated in a timely manner, so forms can be returned before the retreat.
- Clarify roles for Committee members who are attending the retreat. Organise for somebody to take photos.
- Spend time at the retreat interacting with the students, while ensuring their safety.

Plan and Execute Other First-Year Events:

- Plan other events for first years - these can be on a much smaller scale than the retreat.
- Ensure that most first-year events emphasise bonding, and do not involve alcohol.

Engage with First-Years Consistently:

- Create a first-year page and post on it consistently.
- Answer queries from first-year students, and be a friendly point of contact for them. Ensure that you are approachable.
- Engage with first-years at events, and remain in contact with them. Encourage them to volunteer if they are interested in PSA.

MEDIA AND MARKETING DIRECTOR

OVERVIEW

The Media and Marketing Director role is suitable for somebody with great communication skills, great writing skills, a sense of humour, time management skills, organisational skills, creativity, responsiveness, and the ability to work under pressure. Basic knowledge of Canva, Photoshop, and other design programs is desirable, and knowledge of trending memes is an added bonus!

The Media & Engagement Director's workload is low during the summer break, and high throughout the rest of the year.

RESPONSIBILITIES

Produce Graphic Designs and Layouts for Publication:

- Use Canva or another program to create high-quality promotional graphics, including but not limited to Facebook event banners, story posts for Facebook and Instagram, flyers and posters.
- Collaborate with the relevant Committee member when creating event-specific material.
- Use humour to create interesting and engaging event promotional material – for example, memes are always effective, even if they are cringe-worthy.

Post Promotional Material on Social Media:

- Create and a detailed posting schedule, in collaboration with the Committee members who are organising events.
- Post content on Instagram and Facebook, following the posting schedule.

Manage the UQPSA Facebook Page and Create Facebook Events:

- Create Facebook events and share these with group chats, Facebook groups, and on the UQPSA page as necessary.
- Post high-quality content on the UQPSA Facebook page, including promotion of events, sponsorship information, announcements related to School of Psychology happenings, UQPSA updates for members, and other funny/interesting content related to Psychology.
- Reply to comments from community members on the UQPSA Facebook page
- Respond to Facebook messages from the community, or refer these queries to a more appropriate Committee member if required.

Manage the UQPSA Website:

- Update the UQPSA website as required.



MERCHANDISE AND FUNDRAISING DIRECTOR

OVERVIEW

This role is suitable for those who have good planning and time management skills, enthusiasm, attention to detail, verbal and written communication skill, and dedication.

The workload for this role is moderate throughout the year. Required attendance at the PSA office is greater for this role, as this Director is responsible for merchandise pick-ups.

RESPONSIBILITIES

Design, Order and Promote Merchandise:

- Design new, creative merchandise options and re-design outdated merchandise. Ensure that there is an inclusive size range.
- Create themes merchandise for pub crawls when necessary.
- Collaborate with Committee members who are organising events to create merchandise for these occasions.
- Order merchandise and ensure that it is delivered before the deadline (e.g. hoodies must arrive before winter).
- Take pictures of merchandise for the Marketing and Media Director to use in promotional material.

Sell Merchandise and Organise Pick-Up:

- Answer student questions that relate to merchandise.
- Attend the PSA office at designated times so that members can pick up their merchandise.
- Ensure that you have a good understanding of QPay in case issues arise with selling merchandise from the platform.
- Ensure that the merchandise is stored in an organised manner.

Organise Fundraising Activities:

- Plan and execute events such as barbecues to raise funds for the PSA.
- Assist in the promotion of these events.