Psi Chi and UPO Officer Duties – Revised 2009

- **Psi Chi and UPO President (one officer):**
  - Plan and conduct officer meetings and regular member meetings
  - Post and email meeting announcements through Blackboard
  - Handle correspondence for group hotmail account as needed
  - Advertise for any special events as needed
  - Create program for induction ceremony
  - Ensure chapter participation in national election
  - Be aware of what needs to be done and delegate accordingly
  - Assist other officers as needed

- **Psi Chi and UPO Vice-President (one officer):**
  - End of the year ceremony:
    - Reserve location, order refreshments and plan decorations
    - Correspond with Dept Chair (Dave Hansen) about date and time
    - Meet with Claudia Price-Decker and faculty sponsor about finances
  - Faculty member of the year award:
    - Head up selection committee
    - Get award plaque engraved
    - Notify advisor of winner, but maintain confidentiality
  - Assist other officers as needed

- **Psi Chi and UPO Treasurers (two officers):**
  - Deposit membership dues and update member list for UPO ($10/year)
  - Deposit membership dues for Psi Chi ($50 one time only)
  - Keep spreadsheet of dues, payment of bills, income, and expenditures
  - Correspond with SOFS to pay bills, deposit dues, and reimburse members
  - Reconcile monthly SOFS statements and report discrepancies within 2 weeks
  - Report on finances at officers’ meeting
  - Assist other officers as needed

- **Psi Chi and UPO Secretaries (two officers):**
  - Take member attendance at all meetings, events, and functions
  - Keep current record of member contact information
  - Take minutes during all meetings and email to faculty sponsor
  - Maintain point list for members, tally points at end of year, and make certificates
  - Publicize events with fliers and remove fliers when events are over
  - Maintain info on Burnett bulletin board
  - Assist other officers as needed