

SOCIETY

HANDBOOK:

ROLES AND

RESPONSIBILITIES



MACQPSYCH



This comprehensive guide has been thoughtfully crafted for individuals aspiring to become Board members of our esteemed society. Whether you are an experienced professional seeking a leadership role or a passionate advocate looking to make a meaningful impact, this handbook will be your go-to resource to understand what it takes to join our dynamic team.

At MacqPsych, we believe that every member of the Board plays a crucial role in shaping the future of our society. As such, we have designed this handbook to provide prospective applicants with clear insights into the responsibilities and expectations associated with the positions available. You will gain valuable information about the various roles on the Board, the scope of their influence, and the unique opportunities they offer to contribute to our shared mission.

This handbook also outlines the application process in a transparent and straightforward manner. From the initial submission of your application to the final selection process, we want to ensure that you are well-informed about each step along the way. By demystifying the application process, we aim to make it accessible to a diverse range of candidates who possess the passion and dedication to further our society's goals.

As we unveil the "Society Handbook: Roles and Responsibilities," we extend our warmest invitation to all aspiring Board members who are eager to make a positive difference. Together, let's embark on a journey of growth, learning, and making a lasting impact in the field of psychology.

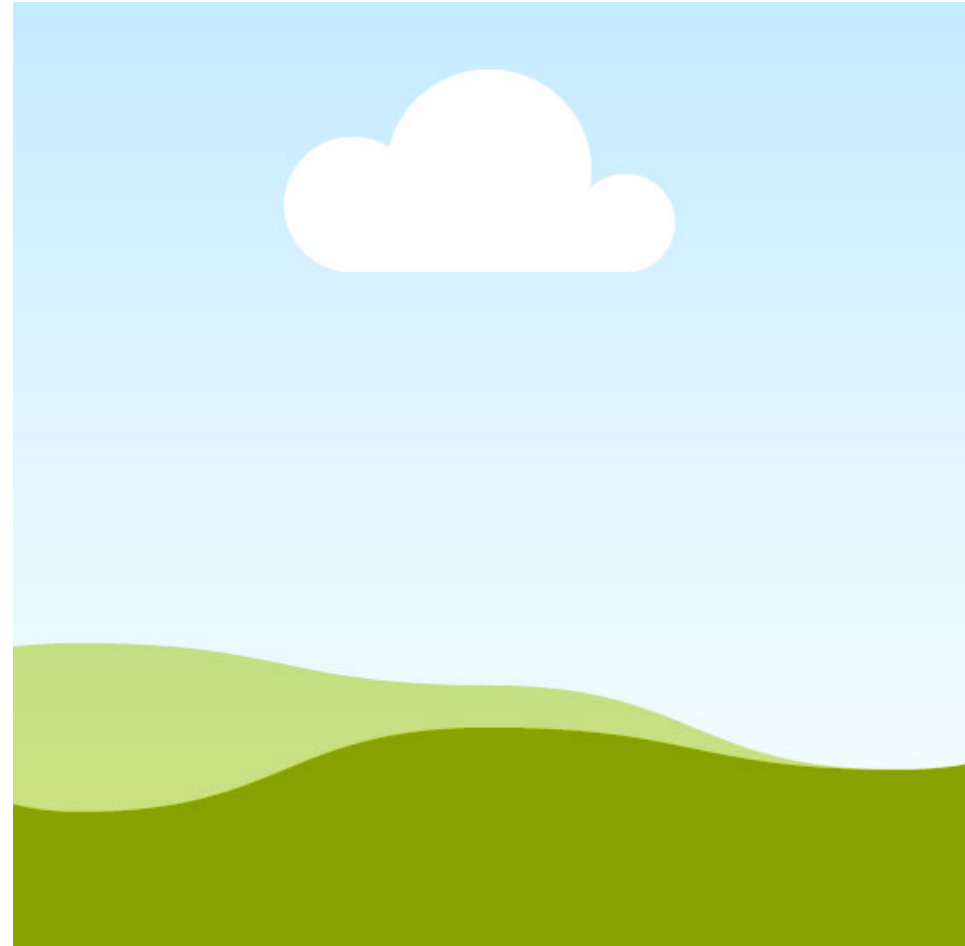
Contents

Current team 2024	4
Key dates	5
How to apply	5
Board nominations	5
Board positions available	6
Why apply?	6
Role outlines	7
Election regulations	11
2023 Nomination Form	12

Current team 2024



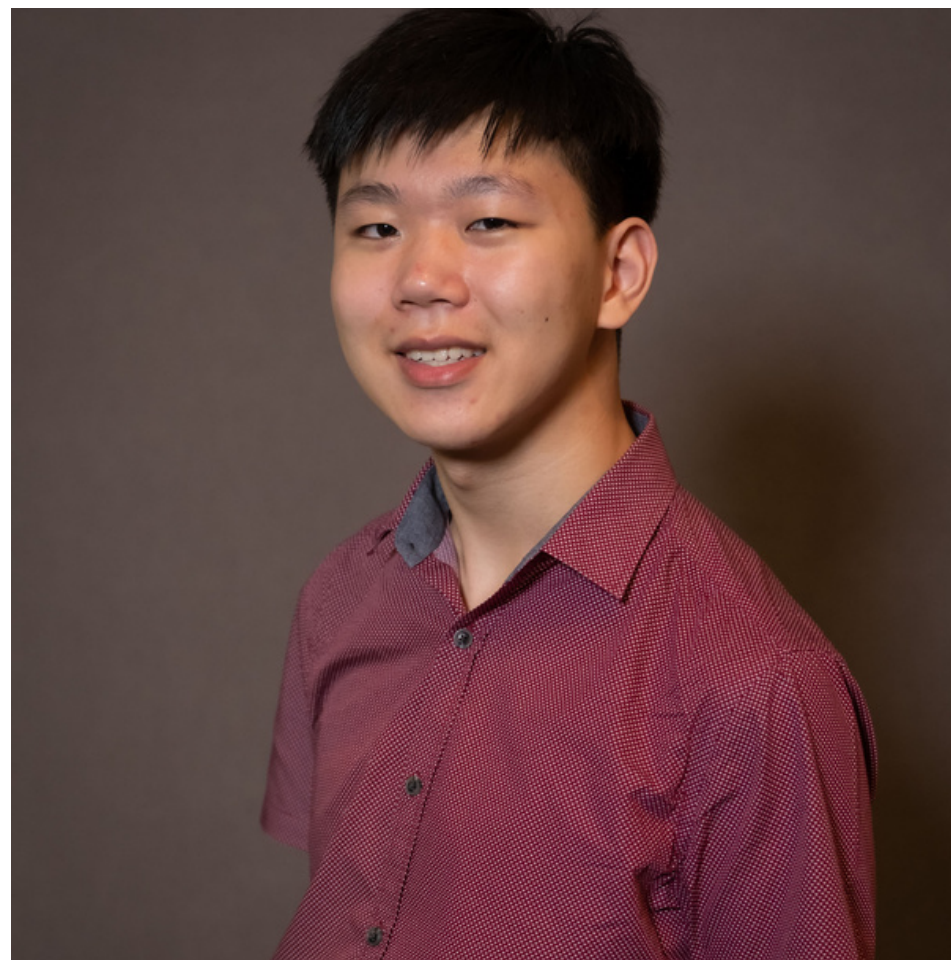
President
Tanvee Manocha



Vice-President
Emily-Anne McManus



Treasurer & Director of Marketing
Isabel Morris



Director of Events
Declan Lee



Wellbeing Officer
Emily Mock

Key dates

13th February - 10.00am Applications open for Board positions
27th February - 7.00pm applications close for Board positions
1st March - 6.00pm MacqPsych EGM on Zoom
4th March - 6.00pm MacqPsych Induction on Zoom

How to apply

Nominations open Tuesday, February 13th, 10.00 am
Nominations close Tuesday, February 27th, 7.00 pm

- ALL nominations must be in word doc form
- ALL nominees must be a MacqPsych Lifetime Member and currently studying Psychology at Macquarie University during their entire year in office
- ALL nominees MUST be present at the AGM

Board nominations

1. All steps must be submitted to presidentmacqpsych@gmail.com with the email heading '2024 Board Position - (Title)'.
 - a. An example of this would be - 2024 Board Position - Director of Events or 2024 Board Position - Well-Being Officer
2. Must provide a Candidate statement (maximum 250 words) that is included in the 2024 'Nomination Form' in Word style
3. Must provide proof of Lifetime Membership in photo form (e.g. screenshot)
4. ALL nominees will read out their candidate statement at the AGM for a vote

The MacqPsych Board is elected by all attendees at the MacqPsych AGM.

Board positions available:

1. **Secretary**
2. **Director of Publications**

Why apply?

The opportunity to hold a Board position at MacqPsych presents an extraordinary avenue for personal growth and development. Beyond the wealth of invaluable experiences it offers, this role also encompasses the profound concept of giving back to the University and fostering student engagement. The potential for positively shaping the student experience at Macquarie University knows no bounds. Serving as a Board Member not only facilitates the refinement of interpersonal and professional skills but also becomes a testament to your commitment to the institution's betterment.

However, aspiring to join the esteemed ranks of the MacqPsych Executive Council demands earnest preparedness to embrace the designated role's responsibilities fully. Thorough research is imperative to comprehend the expectations placed upon Board members. Bearing the mantle of office entails a substantial time commitment, an aspect not to be underestimated. Dedication to this role is paramount in order to make a meaningful and lasting impact on the organisation's trajectory.

In essence, the journey of becoming a Board Member at MacqPsych represents an exceptional opportunity to excel personally and professionally, while contributing to the enhancement of the University's student experience. A sense of purpose, meticulousness, and a profound commitment are essential virtues for those aspiring to serve in this esteemed capacity.

ROLE OUTLINES

Secretary

Previous Office-Bearer: Emma Fryer -
secretarymacqpsych@gmail.com

The Secretary shall

- a) Take comprehensive minutes during executive meetings;
- b) Organise weekly executive meetings via Zoom, including managing attendance, notices and creating meeting agendas;
- c) Manage the completion of Event Evaluation Forms by executives;
- d) Complete Risk Assessment Forms prior to major events.

Time Commitment

3-5 hours per week

Portfolio

As Secretary, the individual assumes a role to organise executive meetings and manage society documents and resources.

Attributes

Organisation: The Secretary must be exceptionally organised to arrange weekly meetings and all important society files and resources in an orderly manner.

Self-driven: The Secretary must be self-driven and able to work independently to complete the duties in the role.

Time management: The Secretary must be able to complete essential tasks and obligations efficiently within designated timelines.

Communication: The Secretary must possess strong written communication skills to ensure that the minutes taken are detailed and clear, such that it is meaningful to non-attendees. These skills are also important when communicating with other executive members to attain attendance notices and relevant forms.

Director of Publications

Previous Office-Bearer: Serene Palleygedera
macqpsychpublications@macqpsych.com

The Director of Publications shall

- a) Be responsible for overseeing all aspects of the society's publications, including journals and newsletters.
- b) Be accountable to all members of the society and work towards fulfilling the society's mission and objectives through effective publication strategies.
- c) Direct, coordinate, and supervise the work of the Publications Executive team and other team members involved in the publication process.
- d) Ensure the high quality, accuracy, and relevance of all publications released by the society.
- e) Collaborate with authors, researchers, and contributors to solicit and curate content for publications.
- f) Develop and maintain a publication schedule, adhering to deadlines and ensuring timely release of materials.

Time Commitment

10-15 hours per week

Portfolio

As the Director of Publications, the individual holds a vital role in overseeing the society's publications, ensuring their quality, relevance, and timely release. They play a critical part in advancing the society's mission and communicating important information to all stakeholders.

Attributes

Time Management: The Director of Publications effectively allocates time to manage publication-related tasks and meets deadlines efficiently.

Adaptability: They demonstrate adaptability and composure while navigating challenges and evolving circumstances in the publication process.

Communication Skills: Exceptional communication skills enable them to articulate the society's publications' vision, objectives, and progress to stakeholders.

Professionalism: The Director of Publications upholds professionalism in interactions with contributors, authors, and external partners, maintaining the society's reputation.

Decision-making: They make well-informed judgments to steer the publication strategy towards the society's goals.

In this capacity, the Director of Publications plays a pivotal role in advancing the society's publications, fostering engagement with the community, and contributing to the organisation's growth and impact. Their strategic vision and commitment to excellence inspire others to contribute to the society's collective achievements.

ELECTION REGULATIONS

Section I - Eligibility

1.1 Any individual may vote in the MacqPsych Election.

1.2 Only MacqPsych Members may nominate themselves for election to the Board.

1.3 MacqPsych Members may nominate for one (1) Board position only. 1.4 MacqPsych Members seeking to nominate themselves for a Board position must do so in the Prescribed Format (word doc).

1.5 The Prescribed Formate Shall take the form of the schedule to these Regulations entitled 'Nomination Form' and must consist of the following requirements:

- 1.The full name of the nominee;
- 2.The position being nominated for;
- 3.A statement of intention consisting of no more than 250 words.

2024 NOMINATION FORM

Full Name: _____

Student Number: _____

Year of Psychology at Macquarie University:

Student Email Address: _____

Contact Number: _____

Name of Position Being Nominated For:

Candidate's Statement of Intention (250 words maximum):

Candidate Checklist

- All documents submitted in word format
- 2024 Nomination Form fully completed and sent to presidentmacqpsych@gmail.com
- Sent proof of MacqPsych Lifetime Membership and sent to presidentmacqpsych@gmail.com

Having diligently reviewed the MacqPsych Society Handbook, I acknowledge and commit to abiding by the principles outlined in the MacqPsych Constitution.

(Print Name)

Signed (Paper or Electronic Signature)