

MACQPSYCH

# **SOCIETY HANDBOOK: ROLES & RESPONSIBILITIES**





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.

# MACQPSYCH

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# MACQPSYCH

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# 2024 TEAM

President: Tanvee Manocha

Vice-President: Emily-Anne Mcmanus

Secretary: Serena Hoang

Treasurer & Director of Marketing: Isabel Morris

Director of Events: Declan Lee

Director of Publications: Arya Erozan

Wellbeing officer: Emily Mock

OUA Representative: Ayah Wasak





# KEY DATES

October 22nd - 5.00 pm applications close for Board positions

October 28th - 6.00 pm MacqPsych AGM on Zoom

Board Handover and Induction on Zoom will happen after exam period!

# HOW TO APPLY

*Nominations are now open!*

They close Tuesday, October 22nd, 5.00 pm

- ALL nominations must
  - Be a MacqPsych Member
  - Read through the society handbook
  - Complete google form application
  - **MUST be present at the AGM**

1 - Read through the society handbook and the requirements for the role you are interested in

2 - Fill out this google form application

- you will need to provide
  - Screenshot of MacqPsych Membership
  - Statement of intention (250 words)

3 - 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. President
2. Vice-President
3. Secretary
4. Treasurer
5. Director of Marketing
6. Director of Publications
7. Director of Events
8. Well-Being Officer
9. OUA Representative

## 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.

**MACQPSYCH**

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**2025**

**ROLE OUTLINES**

# MACQPSYCH

# PRESIDENT

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**Current Office-Bearer: Tanvee Manocha**  
**presidentmacqpsych@gmail.com**

## ROLE OUTLINE

**TIME COMMITMENT**  
**30-35 hr/week**

- a) be accountable to all members of the Society;
- b) oversee the general functioning and operation of the society;
- c) direct, coordinate and supervise the work of the Board and Executive Council Members;
- d) direct activities and manage the affairs and faithful conduct of the Society;
- e) chair all meetings of the Board and all General Meetings;
- f) be the primary contact between the School of Psychological Sciences and the Society
- g) be a co-signatory to the Society's bank accounts.

## PORTFOLIO

As President, the individual assumes a critical leadership role with extensive responsibilities overseeing the entire operations, conduct, financial affairs, and general functioning of the society.

## ATTRIBUTES

**Time management:** The President is adept at effectively allocating and prioritising time, ensuring that essential tasks and obligations are handled efficiently and that the society's goals are pursued within designated timelines.

**Flexibility:** Adaptability is a hallmark of the President's character, enabling them to navigate diverse challenges, unexpected situations, and evolving circumstances while maintaining composure and forward momentum.

**Communication:** Exceptional communication skills define the President's ability to articulate the society's vision, objectives, and progress to all stakeholders, fostering transparency and a sense of shared purpose.



# ATTRIBUTES CONTINUED

**Professionalism:** At the forefront of their duties, the President exhibits the utmost professionalism in interactions with society members, partners, and external entities, upholding the society's reputation and values.

**Resilience:** In the face of obstacles and setbacks, the President demonstrates unwavering determination and resilience, leading the society with unwavering dedication and an unwavering commitment to overcoming challenges.

**Decisiveness:** The President exemplifies strong decision-making capabilities, making sound and well-informed judgments that steer the society towards its strategic goals and collective aspirations.

In this capacity, the President is entrusted with driving the society's success, fostering a thriving community, and ensuring the organisation's sustainable growth and impact. The fulfilment of this pivotal role hinges on a combination of strategic vision, exemplary interpersonal skills, and a steadfast commitment to the society's mission. As the primary representative and ambassador, the President embodies the spirit of the society, inspiring others to join in the pursuit of excellence and collective achievement.



**Tanvee Manocha**  
**2024 President**

# VICE-PRESIDENT

Current Office-Bearer: Emily-Anne Mcmanus  
vicepresidentmacqpsych@gmail.com

## ROLE OUTLINE

**TIME COMMITMENT**  
5-10 hr/week

- a) Supports the President in overseeing the general functioning and operation of the society;
- b) Supports the President in directing, coordinating and supervising the work of the Board and Executive Council Members;
- c) Chairs meetings of the Board and all General Meetings in the absence of the President;
- d) Facilitates communication with external organisations and sponsorships;
- e) Assists with the organisation of subcommittee and large-scale events, including the creation of Event Request forms.

## PORTFOLIO

The Vice President supports the President in managing the general business of the society.

## ATTRIBUTES

**Flexibility:** The Vice President must be flexible to navigate diverse challenges, unexpected situations, and evolving circumstances while maintaining composure and forward momentum.

**Communication:** Exceptional communication skills define the Vice President's ability to articulate the society's vision, objectives, and progress to all stakeholders, fostering transparency and a sense of shared purpose.



# ATTRIBUTES CONTINUED

**Professionalism:** The Vice President exhibits the utmost professionalism in interactions with society members, partners, and external entities, upholding the society's reputation and values.

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



**Emily-Anne Mcmanus**  
**2024 Vice-President**



# MACQPSYCH

# SECRETARY

**Current Office-Bearer: Serena Hoang**  
**secretarymacqpsych@gmail.com**

## ROLE OUTLINE

**TIME COMMITMENT**  
**3-5 hr/week**

- 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.

## 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.

# ATTRIBUTES CONTINUED

**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.



**Serena Hoang**  
**2024 Secretary**

# MACQPSYCH

# TREASURER

**Current Office-Bearer: Isabel Morris**  
**treasurermacqpsyche@gmail.com**

## ROLE OUTLINE

**TIME COMMITMENT**  
**5-10 hr/week**

- a) Manage society's finances and bank account
- b) Keep a record of expenditures and income that come from events and memberships
- c) Provide financial advice towards fellow Board members
- d) Create budgets for the costs and profit margins that are needed to sustain the society
- e) Authorise outgoing payments and track receipts for necessary reimbursements

## PORTFOLIO

As the Treasurer, you will be responsible for overseeing all financial matters of the society, ensuring transparency, accuracy, and adherence to financial regulations. Your role will be vital in supporting the society's mission and objectives through effective financial management strategies.

## ATTRIBUTES

**Attention to Detail:** Being meticulous in financial record-keeping and reporting to maintain accuracy and transparency.

**Communication Skills:** Excellent communication skills to present financial information to stakeholders in a clear and understandable manner.



# ATTRIBUTES CONTINUED

**Integrity:** Upholding the highest ethical standards in financial practices, ensuring the society's funds are used responsibly and transparently.

**Problem-Solving:** The ability to identify financial challenges and propose effective solutions to address them.

**Collaboration:** Working closely with other society leaders, committees, and stakeholders to ensure financial decisions align with the organisation's overall strategy.

As the Treasurer, you will play a crucial role in the society's financial well-being, ensuring that resources are used efficiently and responsibly to further the society's objectives and impact positively on the community. Your financial stewardship will inspire trust and confidence among members, donors, and partners, fostering a strong foundation for the society's continued growth and success.



**Isabel Morris**  
**2024 Treasurer**

# DIRECTOR OF MARKETING

Current Office-Bearer: Isabel Morris  
marketingmacqpsych@gmail.com

## ROLE OUTLINE

**TIME COMMITMENT**  
10-15 hr/week

- a) Oversee social media of the society
- b) Produce creative content which boosts engagement through social media posts to grow the society
- c) Create regular posts about events, merchandise and collaborations
- d) Direct a subcommittee through delegating responsibilities
- e) Consistent updating of society website
- f) Collaborate with Publications for Publications editions

## PORTFOLIO

As Director of Marketing, the individual assumes a role to oversee and execute all social media activities. The role involves developing and implementing comprehensive social media strategies to promote society's events, initiatives and resources.

## ATTRIBUTES

**Creativity:** The ability for the Marketing Director to develop innovative campaigns and content that capture the attention of its members. It enables the Director to present psychological topics in engaging and relatable ways.

**Leadership and Teamwork:** The Marketing Director needs to be able to lead and motivate a marketing team, as well as collaborate with other society members to align marketing strategies with overall society goals.



# ATTRIBUTES CONTINUED

**Adaptability:** As the social media landscape continues to evolve, it is crucial for a Marketing Director to adapt quickly to emerging trends and technologies, incorporating innovative ideas that are aligned with the latest developments. Staying up-to-date with these advancements is essential to effectively navigate and capitalise on the dynamic nature of the digital marketing realm.

**Community building:** The Marketing Director must have a strong focus on fostering a sense of community among society members and followers. Building and maintaining the relationships with the members through active engagement and responding to inquiries is crucial for loyalty and growth.

**Project Management:** Marketing director has to be able to efficiently manage multiple marketing initiatives, events and campaigns simultaneously which requires strong organisational skills and the ability to meet deadlines.



**Isabel Morris**  
**2024 Director of Marketing**



# DIRECTOR OF PUBLICATIONS

Current Office-Bearer: Arya Erozan  
macqpsychpublications@macqpsych.com

## ROLE OUTLINE

**TIME COMMITMENT**  
**10-15 hr/week**

- 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.

## 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.



**Arya Erozan**  
**2024 Director of Publications**



# DIRECTOR OF EVENTS

Current Office-Bearer: Isabel Morris  
marketingmacqpsych@gmail.com

## ROLE OUTLINE

**TIME COMMITMENT**  
**10-15 hr/week**

- a) Be responsible for overseeing all aspects of the society's events, including conferences, workshops, and other gatherings.
- b) Be accountable to all members of the society and work towards fulfilling the society's mission and objectives through effective event planning and execution.
- c) Direct, coordinate, and supervise the work of the Events Executive team and other team members involved in event management.
- d) Ensure the seamless organisation and execution of all society events, maintaining high standards of quality and attendee experience.
- e) Collaborate with speakers, presenters, and partners to curate engaging and informative event programs. Develop and maintain an event calendar, adhering to schedules and ensuring successful event delivery.

## PORTFOLIO

As the Director of Events, the individual holds a vital role in overseeing the society's events, ensuring their success, and fostering meaningful interactions among stakeholders. They play a crucial part in advancing the society's mission by creating impactful and memorable events.

## ATTRIBUTES

**Time Management:** The Director of Events effectively allocates time to manage event-related tasks and meets deadlines efficiently.

**Adaptability:** They demonstrate adaptability and composure while navigating challenges and evolving circumstances in event planning and execution.

# ATTRIBUTES CONTINUED

**Communication Skills:** Exceptional communication skills enable them to convey the vision, objectives, and progress of society events to stakeholders.

**Professionalism:** The Director of Events upholds professionalism in interactions with speakers, partners, and attendees, maintaining the society's reputation.



**Declan Lee**  
**2024 Director of Publications**



# WELL-BEING OFFICER

Current Office-Bearer: Emily Mock  
wellbeingmacqpsych@gmail.com

## ROLE OUTLINE

**TIME COMMITMENT**  
5-7 hr/week

- a) Conduct regular assessments of the well-being needs of MacqPsych's members
- b) Implementing well-being initiatives with the goal of improving overall well-being
- c) Collaborate with relevant stakeholders, such as counsellors or mental health professionals
- d) Conducting and evaluating quarterly reports
- e) Creating wellbeing events

## PORTFOLIO

As the Well-Being Officer, the individual takes on the crucial role of assessing, organising and overseeing all aspects of well-being initiatives within the society. This includes designing and implementing programs aimed at fostering a health and supportive environment for all members.

## ATTRIBUTES

**Empathy:** The Well-Being Officer should demonstrate genuine empathy and compassion towards the well-being challenges faced by the organisation's members, ensuring a safe and non-judgmental space for seeking help.

**Communication and active listening:** Effective communication and active listening skills are vital for understanding the well-being needs of members and facilitating meaningful interactions to provide the necessary support.

# ATTRIBUTES CONTINUED

**Resourcefulness:** The role demands resourcefulness in identifying and accessing appropriate resources and professionals to support members' well-being requirements.

**Confidentiality:** The Well-Being Officer must handle all well-being matters with utmost sensitivity and ensure confidentiality to create a trusting and secure environment for members seeking assistance.

**Advocacy:** Advocating for the importance of well-being within the organisation and raising awareness about mental health and self-care is a key aspect of the role.

**Problem-solving:** The Well-Being Officer should be adept at problem-solving to address diverse well-being challenges and find suitable solutions for the organisation's members.

**Collaboration:** Collaborating with various internal and external stakeholders, including mental health professionals, counsellors, and other organisational leaders, is essential to enhance the effectiveness of well-being initiatives.



**Emily Mock**  
**2024 Well-being Officer**



# OUA REPRESENTATIVE

Current Office-Bearer: Ayah Wasak

## ROLE OUTLINE

**TIME COMMITMENT**  
3-5 hr/week

- a) Be responsible for helping plan events that include OUA students
- b) Communicate with OUA students as to what they need in terms of events
- c) Manage online resources
- d) Brainstorm ways to include OUA students and give them a sense of community
- e) Communicate with executives

You must be an OUA student to apply for this position.

## PORTFOLIO

As the OUA representative, you will be responsible for maintaining contact with OUA students and communicating event ideas with other executives.

## ATTRIBUTES

**Time Management:** The OUA representative should effectively manage tasks.

**Communication Skills:** Exceptional communication skills enable them to convey the vision, objectives, and progress of society events to stakeholders.

**Professionalism:** The OUA representative upholds professionalism in interactions with speakers, partners, and attendees, maintaining the society's reputation.

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

**Flexibility:** Ability to attend OUA events and weekly executive meetings

# ELECTION REGULATIONS

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## 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 (google form).

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

**IF your interested! Fill out this [google form application](#)**

- you will need to provide
  - Screenshot of MacqPsych Membership
  - Statement of intention (250 words)
- ALL nominees will read out their candidate statement at the AGM for a vote