



CURTIN PSYCHOLOGY SOCIETY
COMMITTEE INFORMATION PACK

About Us

CURTIN PSYCHOLOGY SOCIETY WAS ESTABLISHED IN 2024 AS AN INITIATIVE TO BRING TOGETHER PSYCHOLOGY STUDENTS AND THOSE WHO SHARE A LOVE FOR PSYCHOLOGY. WE AIM TO BUILD AND FOSTER AN INCLUSIVE AND ACCESSIBLE COMMUNITY WITHIN CURTIN UNIVERSITY. WE HOPE TO BE ABLE TO SUPPORT PSYCHOLOGY STUDENTS IN THEIR ACADEMIC JOURNEYS ALONG THE WAY!



Committee Roles

Role Description

THE PRESIDENT IS THE LEADER OF THE CLUB, RESPONSIBLE FOR OVERSEEING ALL OPERATIONS, ENSURING THE CLUB'S GOALS ARE MET, AND REPRESENTING THE CLUB WITHIN THE UNIVERSITY AND BROADER COMMUNITY.

Expectations and Time Commitment

- **PROVIDE STRATEGIC DIRECTION AND SET THE VISION FOR THE CLUB.**
- **CHAIR MEETINGS, ENSURING AGENDAS ARE FOLLOWED AND DECISIONS ARE MADE EFFECTIVELY.**
- **ACT AS THE PRIMARY POINT OF CONTACT FOR UNIVERSITY STAFF, EXTERNAL ORGANISATIONS, AND SPONSORS.**
- **SUPPORT AND GUIDE THE EXECUTIVE TEAM IN FULFILLING THEIR ROLES.**
- **ENSURE ADHERENCE TO THE CLUB'S CONSTITUTION AND UNIVERSITY REGULATIONS.**
- **HANDLE CONFLICT RESOLUTION AND DECISION-MAKING IN CHALLENGING SITUATIONS.**
- **REPRESENT THE CLUB AT UNIVERSITY EVENTS AND LIAISE WITH OTHER STUDENT ORGANISATIONS.**

WEEKLY COMMITMENT: 10 HOURS

President

Role Description

THE VICE PRESIDENT MARKETING IS RESPONSIBLE FOR THE STRATEGIC DIRECTION IN PROMOTING THE CLUB'S ACTIVITIES, MAINTAINING ITS PUBLIC IMAGE, AND ENSURING EFFECTIVE COMMUNICATION WITH MEMBERS AND EXTERNAL AUDIENCES.

Expectations and Time Commitment

- DEVELOP AND IMPLEMENT MARKETING STRATEGIES TO ATTRACT NEW MEMBERS AND ENGAGE CURRENT MEMBERS.
- MANAGE THE CLUB'S SOCIAL MEDIA PLATFORMS.
- CREATE PROMOTIONAL MATERIALS SUCH AS POSTERS, FLYERS, AND DIGITAL CONTENT.
- COLLABORATE WITH THE VICE PRESIDENT EVENTS AND APS STUDENT REP TO ADVERTISE EVENTS EFFECTIVELY.
- MAINTAIN A CONSISTENT BRAND IDENTITY FOR THE CLUB.
- TRACK AND ANALYSE ENGAGEMENT METRICS TO IMPROVE OUTREACH EFFORTS.
- LEADING MARKETING OFFICERS TO ACHIEVE GOALS.

WEEKLY COMMITMENT: 7 HOURS

*Vice President
Marketing*

Role Description

THE VICE PRESIDENT EVENTS IS RESPONSIBLE FOR THE STRATEGIC DIRECTION IN ORGANISATION OF ALL CLUB EVENTS, ENSURING THEY ARE ENGAGING, INCLUSIVE, AND ALIGN WITH THE CLUB'S OBJECTIVES.

Expectations and Time Commitment

- PLAN, COORDINATE, AND EXECUTE A VARIETY OF EVENTS,
- WORK CLOSELY WITH THE TREASURER TO DEVELOP EVENT BUDGETS AND ENSURE COST-EFFECTIVENESS.
- LIAISE WITH SPEAKERS, VENUES, AND OTHER STAKEHOLDERS TO ORGANISE LOGISTICS.
- ENSURE EVENTS ARE ACCESSIBLE AND PROMOTE INCLUSIVITY.
- GATHER FEEDBACK FROM ATTENDEES TO IMPROVE FUTURE EVENTS.
- COLLABORATE WITH THE VICE PRESIDENT MARKETING TO PROMOTE EVENTS.
- LEADING EVENTS OFFICERS TO ACHIEVE GOALS.

WEEKLY COMMITMENT: 7 HOURS

*Vice President
Events*

Role Description

THE SECRETARY MANAGES THE CLUB'S ADMINISTRATIVE TASKS AND ENSURES EFFECTIVE COMMUNICATION WITHIN THE EXECUTIVE TEAM AND WITH MEMBERS.

Expectations and Time Commitment

- **SCHEDULE, ORGANISE, AND TAKE MINUTES FOR ALL MEETINGS.**
- **MAINTAIN AN ORGANISED RECORD OF CLUB DOCUMENTATION, INCLUDING MEETING MINUTES, MEMBERSHIP LISTS, AND CORRESPONDENCE.**
- **ENSURE MEMBERS ARE INFORMED ABOUT UPCOMING EVENTS, MEETINGS, AND OTHER IMPORTANT UPDATES.**
- **ASSIST THE PRESIDENT IN PREPARING AGENDAS AND DISTRIBUTING MATERIALS.**
- **HANDLE GENERAL INQUIRIES FROM MEMBERS AND EXTERNAL PARTIES, BY WAY OF MANAGING THE CLUB'S EMAIL.**

WEEKLY COMMITMENT: 7 HOURS

Secretary

Role Description

THE TREASURER OVERSEES THE CLUB'S FINANCES, ENSURING FUNDS ARE MANAGED RESPONSIBLY AND IN ACCORDANCE WITH UNIVERSITY GUIDELINES. THE TREASURER WILL ALSO BE RESPONSIBLE FOR STRATEGIC DIRECTION OF THE CLUB'S FINANCIAL GROWTH.

Expectations and Time Commitment

- PREPARE AND MAINTAIN THE CLUB'S BUDGET, TRACKING INCOME AND EXPENSES.
- ENSURE ALL FINANCIAL TRANSACTIONS ARE ACCURATELY RECORDED AND DOCUMENTED.
- HANDLE REIMBURSEMENTS AND PAYMENTS FOR EVENTS AND ACTIVITIES.
- WORK WITH THE VICE PRESIDENT EVENTS TO CREATE COST-EFFECTIVE EVENT PLANS.
- PROVIDE FINANCIAL REPORTS DURING MEETINGS AND UPON REQUEST.
- APPLY FOR FUNDING OPPORTUNITIES AND SPONSORSHIPS TO SUPPORT THE CLUB, IN COLLABORATION WITH THE PRESIDENT AND TREASURER.

WEEKLY COMMITMENT: 7 HOURS

Treasurer

Role Description

THE APS STUDENT REPRESENTATIVE ACTS AS A LIAISON BETWEEN THE CLUB AND THE AUSTRALIAN PSYCHOLOGY SOCIETY, PROMOTING APS RESOURCES AND INITIATIVES TO MEMBERS.

Expectations and Time Commitment

- REPRESENT THE CLUB AT APS-RELATED EVENTS AND COMMUNICATE RELEVANT INFORMATION TO MEMBERS.
- ENCOURAGE CLUB MEMBERS TO ENGAGE WITH APS RESOURCES AND ACTIVITIES.
- PROMOTE APS MEMBERSHIP AND ITS BENEFITS TO PSYCHOLOGY STUDENTS.
- WORK WITH THE EXECUTIVE TEAM TO INCORPORATE APS INITIATIVES INTO THE CLUB'S ACTIVITIES.
- REPORT TO THE APS ON THE CLUB'S EVENTS AND INITIATIVES, WHERE REQUIRED.

WEEKLY COMMITMENT: 7 HOURS

APS Student Rep

Role Description

MARKETING OFFICERS SUPPORT THE VICE PRESIDENT MARKETING IN PROMOTING THE CLUB'S ACTIVITIES AND MAINTAINING ITS VISIBILITY AMONG MEMBERS AND THE BROADER UNIVERSITY COMMUNITY.

Expectations and Time Commitment

- ASSIST IN CREATING CONTENT FOR SOCIAL MEDIA, NEWSLETTERS, AND OTHER COMMUNICATION CHANNELS.
- HELP DESIGN PROMOTIONAL MATERIALS SUCH AS POSTERS AND FLYERS.
- SCHEDULE AND MANAGE POSTS ON SOCIAL MEDIA PLATFORMS.
- MONITOR ENGAGEMENT METRICS AND SUGGEST IMPROVEMENTS FOR OUTREACH.
- COLLABORATE WITH AND REPORT TO THE VICE PRESIDENT MARKETING TO ENSURE CONSISTENT BRANDING AND MESSAGING.

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WEEKLY COMMITMENT: 5 HOURS

Marketing Officer

Role Description

EVENTS OFFICERS ASSIST THE VICE PRESIDENT EVENTS IN PLANNING AND EXECUTING THE CLUB'S EVENTS, ENSURING THEY RUN SMOOTHLY AND ALIGN WITH THE CLUB'S GOALS.

Expectations and Time Commitment

- **COLLABORATE WITH AND REPORT TO THE VICE PRESIDENT EVENTS TO PLAN AND EXECUTE CLUB EVENTS.**
- **HELP COORDINATE EVENT LOGISTICS, SUCH AS BOOKING VENUES, ARRANGING SUPPLIES, AND SETTING UP ON THE DAY OF EVENTS.**
- **SUPPORT COMMUNICATION WITH SPEAKERS, PERFORMERS, OR EXTERNAL PARTICIPANTS.**
- **ASSIST IN PROMOTING EVENTS IN COLLABORATION WITH THE MARKETING TEAM.**
- **PROVIDE ON-SITE ASSISTANCE DURING EVENTS TO ENSURE THEY RUN SMOOTHLY.**
- **GATHER ATTENDEE FEEDBACK TO HELP IMPROVE FUTURE EVENTS.**

WEEKLY COMMITMENT: 5 HOURS

Events Officer

Role Description

THE ACCESSIBILITY OFFICER ENSURES THE CLUB'S ACTIVITIES, EVENTS, AND COMMUNICATIONS ARE INCLUSIVE AND ACCESSIBLE TO ALL MEMBERS, INCLUDING THOSE WITH DISABILITIES.

Expectations and Time Commitment

- ADVISE THE EXECUTIVE TEAM ON ACCESSIBILITY BEST PRACTICES.
- REVIEW EVENT PLANS TO IDENTIFY AND ADDRESS POTENTIAL BARRIERS.
- ENSURE PROMOTIONAL MATERIALS AND COMMUNICATIONS ARE ACCESSIBLE (E.G., USING ALT TEXT, CLEAR FONTS, AND INCLUSIVE LANGUAGE).
- ACT AS A POINT OF CONTACT FOR MEMBERS WITH ACCESSIBILITY NEEDS.
- COLLABORATE WITH THE REST OF THE COMMITTEE TO IMPLEMENT ACCESSIBILITY INITIATIVES.

WEEKLY COMMITMENT: 5 HOURS

Accessibility Officer

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