

**Executive Board Member By-Laws Contract Agreement
2014-2015**

By-Laws Amended: *SOAP strives to increase student understanding of legislative advocacy issues pertinent to psychologists and the populations they serve.*

1. Hold a *minimum of 2 colloquia meetings per semester* with graduate students to provide: Information on pertinent legislative issues and generate discussions surrounding the current legislative agenda.
2. Display current legislation and issues affecting psychologists on a bulletin board at the Center for Psychological Studies.
3. Provide instant access to information pertaining to current and ongoing legislative issues through time-sensitive email distributions sent to the SOAP member list serve and posted on our official Facebook page.
4. Inform students of the gains made through student legislative advocacy and the progress yet to be made through a legislative section in SOAP's monthly newsletter (The Bubble).
5. Include a SOAP Topic of the Month section of the monthly newsletter, whereby students write one important advocacy issue per month.
6. Allow students to share their experiences with legislative advocacy at periodic graduate student-presented workshops.
7. Organize a trip to Tallahassee during the annual legislative session to observe and participate in the legislative process first hand.
8. Establish a network of students that will work on legislative issues at the state and national level. Students will learn about the legislative process from each other by sharing their experiences.
9. Provide students with opportunities to become involved as volunteers for advocacy-related presentations, such as those involving: cultural diversity in psychology, suicidality, and seriously mentally ill populations.
10. Post information regarding volunteering with mental health organizations on SOAP's bulletin board.
11. Hold advocacy drives to inform students of the many opportunities for becoming involved with community outreach.
12. Organize community events such as walks for mental health awareness.
13. Present information on psychological contributions to physical health at health fairs and other community events.
14. Encourage participation in local advocacy groups such as the Mental Health Association of Broward County, Inc. & the Broward chapter of The National Alliance for the Mentally Ill (NAMI).
15. Participate in college events, such as National Depression Screening Days.
16. Speak about older adults' mental health concerns at workshops held in retirement communities for nursing staff and/or residents/physician offices/fitness centers etc.

17. Organize events at local schools to provide students with information regarding mental health issues such as depression and anxiety, in conjunction with national awareness days.
18. Present information on mental health in classrooms that are designed to teach health issues within local junior high and high schools.
19. Provide information about behavioral components of physical health problems to student medical organizations at NSU and at other universities.
20. Provide information about behavioral components of physical health and the impact of mental health on physical health to professors in the Health Professions Division and medical professionals in the community.

Executive Board Member Responsibilities:

2014-2015 E-Board

Chair/President: Jenna Lyons

- Organize meetings with faculty advisor.
- Organize meetings among executive board members.
- Coordinate Legislative Drives at CPS.
- Collaborate with NAMI and MHA to forward their goals and increase student involvement in advocacy for consumers.
- Inform members of conferences, workshops, and volunteer opportunities relevant to SOAP's mission.
- Oversee and contribute to new and ongoing projects
- Advise board members on projects.
- Coordinate monthly Brown Bag Colloquia Series, including selecting topics, coordinating presenters (with Co-Chair).

Co-Chair/Vice President: Sydney Webster

Inform members of conferences, workshops, and volunteer opportunities relevant to SOAP's mission

- Oversee and contribute to new and ongoing projects.
- Advise board members on projects.
- Coordinate monthly Brown Bag Colloquia Series, including selecting topics, coordinating presenters (with Chair).
- Reserve rooms for monthly e-board and general meetings.
- Oversee holiday drives (i.e., Thanksgiving food drive, Christmas Giving Tree, etc.).
- Coordinate Executive Board team building meetings.

Secretary: Jennifer Jacobson --

- Update membership database periodically and ensure that all board members have member contact information.
- Take meeting minutes at all executive board and general meetings.
- Provide instant access to information pertaining to current and ongoing legislative issues through time-sensitive email distributions sent to the SOAP member list serve (with External Advocacy Rep).

External Advocacy Director: Allison Weiser--

Organize ongoing as well as time-limited outreach projects

- Promote student involvement in projects and oversee student training and implementation of outreach involvement.
- Plan/advertise/register for/organize SOAP community events/volunteer activities (i.e., awareness walks) for e-board and general members (2 per semester).
- Provide instant access to information pertaining to current and ongoing legislative issues through time-sensitive email distributions sent to the SOAP member list serve (i.e., **External Advocacy Rep** should find legislative pieces of literature that we are going to advocate for and **Secretary** should then send email blasts and update FB; **First Year Rep** should then update bulletin board + monthly newsletter).
- Organize a trip to Tallahassee during the annual legislative session to observe and participate in the legislative process first hand.
- Check SOAP's email regularly for advocacy issues and opportunities.
- All advertising outside of CPS.

Internal Advocacy Director: Jessica Fox--

- Engage in ongoing research on important legislative initiatives that affect psychologists and consumers
- Keep the executive board and students informed of current legislative issues by posting monthly legislative updates on bulletin board (with First Year Rep)
- Keep members up to date by forwarding legislative information for monthly newsletter in a timely manner via Facebook and email (with Secretary)
- Orientation (August): pass out flyers for our organization and talk to incoming students about the benefits to being a member of a student organization, as well as advocating SOAP's mission
- Hold legislative advocacy drives in the Maltz Lobby (i.e. talking to students about current advocacy issues, gathering signatures and letters)
 - Provide sample templates of letters/e-mails for students to send to legislators as pertinent legislative issues arise. Provide legislators' contact

information and a short background on past support

- Check SOAP's email regularly for advocacy issues and opportunities
- All advertising inside of CPS

Director of Research: Brittany Friedman –

- Engage in ongoing research for funding possibilities (with Fundraising Chair).
- Develop calendar of research conference deadlines.
- Serve as liaison for all student research projects.

- Will report progress and research goals from all first authors and other research team members to the President in an efficient manner to ensure President is aware of all progress being made by the team

- Provide assistance and consultation for projects from conception to publication/presentation.
- Assist in ongoing data analysis of current projects and oversee and consult on data analysis for all future student research projects.
- Assist in assigning and supporting project team leaders to maximize productivity.
- Responsible for maintaining up-to-date progress report on all current projects to the President.
- Share SOAP research experience(s) with legislative advocacy at periodic graduate student-presented workshops and colloquia.
- Coordinate research meetings.

Director of Finances: Lauren Dobbs --

- Work with fundraising chair and SGA in order to gain appropriate funding.
- Know reserve estimates.
- Order food for events.
- Budget for food lectures/brown bags.
- Collect receipts and reimburse members for outside purchases.
- All monetary issues.

Director of Member Relations: Stephen Grabner--

- Overlook the programming of events in terms of content and message and what values it provide to our members.
- Develop and implement programs, projects and activities designed to enhance member relations.
- Plan and implement strategies to meet SOAP member attendance goals at meetings and socials.
- Oversees member communications, such as email blasts, newsletters; updates website, and Facebook page.
- Coordinate with the Internal Director to table at Orientation.

- Maintains the SOAP member database.

1st Year Positions:

- Inform students of the gains made through student legislative advocacy and the progress yet to be made through a legislative section in SOAP's monthly newsletter. (What we've accomplished this month, following up on the previous newsletter and what's next; compiling past months activities and future events, compiling topic of the month commentary)
- Engaging member involvement through topic of the month discussions
- Recruit first year members to increase new member involvement
Display current legislation and issues affecting psychologists on a bulletin board at the Center for Psychological Studies. (First week of every month must be displayed: upcoming community service events, current legislative issues and our next meeting date(s)).
- Present information on psychological contributions to physical health at health fairs and other community events.
- Duties assigned to each subcategory per Chair and/or Co-Chair request.
- Subcategories:
 - **Social and Community Outreach Chair:** Samuel Greene sg1669@nova.edu
 - Organize 1-2 socials per semester for SOAP general members and CPS students (Can partner with other organizations to plan socials)
 - Work directly with PR Joe to promote events in the community
 - NAMI outreach
 - Spread the word about our events through CPS, Nova Southeastern University (school wide) and Davie/Ft. Lauderdale community (via newspaper, radio, etc.)
 - **Fundraising Chair:** Stephanie Wietrychowski sw1571@nova.edu
 - Donations and food drives (especially Thanksgiving with Co-Chair)
 - Fundraise for holiday drives (i.e., Thanksgiving food drive, Christmas Giving Tree, etc.) *At least one per semester (since budget is scarce, need to table and fundraise)
 - Planning all tabling events for fundraising events in the Maltz lobby by reserving the table space (coordinate with Co-chair), and having members sign up for timeslots. (Responsible for reserving the table space)
 - Fundraise for end of year "Leadership Luncheon" with Students for Stress Resilience.
 - **Advertising Chair: Melanie Stephenson** ms3495@nova.edu
 - Check SOAP email/FB daily.

- Update SOAP website (NOVA & FB).
- Create FB invites for all socials, community service events, fundraising opportunities, general meetings, etc.
- Create flyers for all socials, community service events, fundraising opportunities, general meetings, etc.
- Print out master poster sizes for all major events to display on the Maltz stairwell.
- **Communications Chair:** Allyson Crehan ac2399@nova.edu
 - The Bubble (twice/ semester)
 - Update and maintain SOAP bulletin board at Center for Psychological Studies.
 - ❖ First week of every month must be displayed: upcoming community service events, current legislative issues and our next meeting date(s).
 - Assist Director of Member Relations in programming of events in terms of content and message and what values it provide to our members
 - Develop strategy for including general members in contributing to the Bubble newsletter.
 - Coordinate and present information on psychological contributions to physical health at health fairs and other community events.

General Member Duties

- Chair new advocacy projects as they arise
- Attend monthly meetings and events
- Participate in SOAP events whenever possible
- Encourage students to participate whenever possible
- Communicate effectively with other board members regarding ongoing projects
- Meet project deadlines
- Explore possibilities for internal and external advocacy projects, and consult with executive board before undertaking new projects

**Student Organization for the Advocacy of Psychology (SOAP)
Executive Board Member Contract Agreement**

I, _____, (print name) agree to fulfill the following duties as _____ (SOAP executive board position) for the 2014-2015 school year.

In addition to the obligations listed above, I agree to attend all executive board and general member meetings (at least 2 overall per month). I agree to attend at least one community service event per semester in order to contribute to the cohesion of the SOAP organization. I also agree to provide the Chair and Co-Chair of SOAP with a monthly forecast email on the first of the month. This forecast will include my anticipated SOAP goals and projects for the upcoming month.

I understand that failure to complete my assigned responsibilities will result in dismissal from my position on the executive board team.

Signed,

(Sign name)

(Today's date)