Club Memorandum

Name of club: Geriatric Education & Research Organization (GERO)

Purpose:

- GRC purpose is to provide opportunities for graduate students in psychology to advance their awareness, understanding and experiences in the field of geriatrics. GRC aims to do this by facilitating research, offering volunteering opportunities and being active advocates in our community as it relates to working with older adults.

Faculty Advisor: Ashley Stripling, Ph.D.

- Faculty advisor provides guidance to executive board members regarding meeting topics, guest speakers, research logistics and event planning/participation. Faculty advisor provides expertise on various gerontological topics that allow us to successfully advance our understanding and experiences in the field.

Objectives:

1. Assuage student fears regarding conducting research.
2. Increase competency of student members by providing seminars where information regarding assessment and treatment of this population is discussed.
3. Provide a mentoring system in which students with more research experience are paired with other students based on their subject of interest.
4. Bring in subject experts and other professionals to discuss issues specific to working with aging individuals.
5. Guide students through the research process from conception to conference presentation and publication.
6. Provide volunteering opportunities and promote participation in community events to increase student involvement among the geriatric population.
7. Advocate for issues that impact the mental well-being and the accessibility of services to this population.

By-Laws:

1. Hold a colloquia meeting once per month with graduate students to organize community outreach events, brainstorm presentation ideas for the purpose of disseminating knowledge about geriatric issues in psychology, generate research ideas, produce research projects, advertise research that would pertain to the life and challenges of geriatric populations, and advocate for the geriatric population.
2. Advertise meetings, community involvement opportunities, and student research on the bulletin board of the College of Psychology.
3. Use social media and email lists to inform members of meeting times/places and pertinent information regarding geriatric research and community outreach

events.
4. Use meetings as a time to continue working on a research project via the following steps: 1) Generating research ideas, 2) Gathering data, 3) Analyzing data, 4) Writing up results in poster or paper format.
5. Offer the opportunity for members to present on geriatric issues to faculty and other students.
6. Develop presentations specifically for older adults in the community on topics related to geriatric psychology (e.g., presentations on neurocognitive disorders, fall prevention, end of life issues, and palliative care/hospice)
7. Use meetings as a time for members to work on presentations
8. Gaining access to other databases comprised of older populations from which students produce research projects.
9. Generate research that would be applicable to student-presented workshops in the form of posters and presentations.
10. Encourage and support member involvement in volunteer, charity, and other community events for the geriatric population.
11. Organize trips to relevant conferences such as Gerontological Society of America where student will present their research.
12. Network with other professionals working with older adults at professional conferences for future collaboration and access to large data sets.
13. Network with professionals within the community in order to set up presentations with the purpose of expanding knowledge of geriatric issues.
14. Collaborate on research projects with other research clubs and professionals on issues that impact older populations (e.g., working on pharmacological issues with a pharmacy research club.)
15. Collaborate on community outreach events with other organizations.
16. Support those interested in geriatric research and in every process regarding a research project (i.e., understanding various geriatric issues, statistical analysis, data interpretation, journal writing format and publication processes.)
17. Help facilitate community outreach efforts within the geriatric community.

Executive Board Member Responsibilities:

Chair/President: Alexandria G. Nuccio

- Organize meetings with faculty advisor.
- Organize meetings among executive board members.
- Coordinate research meetings.
- Inform members of conferences, workshops, training opportunities, and current psychological research relevant to GRC's mission.
- Provide instant access to information pertaining to geriatric related research through email distributions to GRC members.
- Serve as liaison for all student research projects.
- Provide assistance and consultation for projects from conception to publication/presentation.
- Assist with community outreach efforts.

- 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.

Vice President: Elizabeth Schreiber

- Reserve rooms for monthly general meetings.
- Update GRC bulletin board monthly with meeting times.
- Create, approve, post, and remove flyers promoting upcoming GRC events.
- Handle Facebook affairs including creating events, inviting members to page, and updating as often as deemed necessary.
- Design T- shirts and/or promotional gear.
- Maintain a calendar of research conference deadlines and remind members of upcoming deadlines.
- Update membership database periodically and ensure that all board members have member contact information.

Community Outreach Chair: Janely Rodriguez

- Establish connections within the community.
- Network with other clubs and institutions on major charity events particularly those that benefit the geriatric population.
- Coordinate club involvement in volunteer, charity, and other community opportunities.
- For charity events, record participants and funds raised by members of GRC.
- Establish a calendar of volunteer, charity, and other community events for club members.
- Inform club members through prompt emails of all upcoming community opportunities.
- Maintain a comprehensive list of all past, current, and future community opportunities that GRC has and will participate in.

Treasurer: Bailey McDonald

- Maintain accurate financial records throughout the year.
- Understand school and club policies regarding student financial accounts relating to school organization.
- Serve as club liaison for financial matters.
- Prepare and present budgets to board for approval and ensure activities adhere to budget.
- Fundraising.

Research Chair: Sophia Perez

- Will report progress and research goals from all first authors and other research team members to the President and Vice President in an efficient manner to ensure President and Vice President are aware of all progress being made by the team.
- Managing progress and efficiency of research projects.
- Serve as liaison for all student research projects.
- 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.

Secretary: Claudia Hristova

- Will keep track of research goals by maintaining an excel sheet with the following information:
    - Acceptance rates both in general and for specific conferences
    - How those abstract submissions grow with time (i.e., from poster to symposium to paper etc.)
- Organize dates for speakers to come in
- Create zoom links while on the online platform and assist with reserving rooms when we move back in person.

Public Relations: Karlie Rich

- Will focus on increasing the organizations involvement in the community.
    - Helping to get the organization involved in fundraisers, community talks, community research, etc.
- Will create and manage organization social media
- Help to increase our member involvement and recruit more members to join the organization from current and future cohorts.

GeroDiversity Chair: Benjamin Shepherd

- Will organize diverse speakers to increase understanding and awareness of diverse geriatric problems, concerns, and experiences
- Maintain communication between Dr. Stripling and her clinic as they move through their "Diversity Book Club"
- Help to increase the organization's awareness of geriatric diversity.

General Member Duties

- Attend monthly meetings.
- Actively participate in community outreach events.

- Present on topics concerning the geriatric population (presentations will include those offered to faculty and students in addition to older adults in community settings.)
- Advocate for issues related to geriatrics in psychology.
- Encourage students to participate whenever possible.
- Disseminate information and materials from the organization regarding geriatric psychology to students outside of the organization.
- Communicate effectively with other members regarding ongoing projects.
- Meet project deadlines.
- Submit research to conferences and pursue publication of research.