

STUDENT ORGANIZATION FOR THE
ADVOCACY
OF **PSYCHOLOGY**

Executive Board Member By-Laws Contract Agreement 2018-2019

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 3 Executive Board meetings per semester
2. Hold a *minimum* of 3 colloquia meetings per semester with graduate students to provide: Information on pertinent legislative issues and generate discussions surrounding the current legislative agenda.
3. SOAP Newsletter:
 - a. Display current legislation and issues affecting psychologists on a bulletin board at the College of Psychology.
 - b. Inform students of the gains made through student legislative advocacy and the progress yet to be made through a legislative section
 - c. Post information regarding volunteering with mental health organizations
4. Organize a trip to Tallahassee during the annual legislative session to observe and participate in the legislative process.
5. 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.
6. Community Outreach: Participate in one community outreach event a semester and host at least one community event per academic year. This can include:
 - a. 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.
 - b. Organize community events such as walks for mental health awareness.
 - c. Present information on psychological contributions to physical health at health fairs and other community events.
 - d. 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).
 - e. Speak about older adults' mental health concerns at workshops held in retirement communities for nursing staff and/or residents/physician offices/fitness centers etc.

- f. 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
 - g. Present information on mental health in classrooms that are designed to teach health issues within local junior high and high schools.
 - h. Provide information about behavioral components of physical health problems to student medical organizations at NSU and at other universities
 - i. 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.
7. Meeting with Representatives: group of SOAP members will meet with a local legislature at least twice a semester to maintain active involvement and communication.
 - a. Mentoring Program: Help members become familiar with this process by having older members organize meetings and discussions with local legislatures.
 8. Hold public policy, crash course workshops once a year (set date in November)
 9. At least one executive board member must be a student from either the School Psychology Program or Masters in Mental Health Counseling Program to ensure maximum communication throughout the College of Psychology.
 10. Hold at least one social per semester to provide opportunities for existing and new members to collaborate.
 11. Establish and maintain relationships with other colleges and student organizations within the University.
 12. Host a Voting Registration week at Maltz in the beginning of the Fall semester.

Executive Board Member Responsibilities: 2018-2019

Chair/President: Craig Carnegie

- Organize meetings with faculty advisor and Vice President, at least 3 per academic year.
- 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 general meeting, including selecting topics, coordinating presenters (with Co-Chair).
- Weekly meeting with Vice-President

Co-Chair/Vice President: Sowmya Yeturo

- Organize meetings among executive board members.
- Oversee and contribute to new and ongoing projects.
- Advise board members on projects and maintain deadlines.
- Coordinate monthly general meeting, including selecting topics, coordinating presenters (with Chair).
- Collaborate with other organizations within the College of Psychology and other programs across NSU.
- Coordinate Executive Board team building meetings.
- Overlook the programming of events in terms of content and message and what values it provide to our members
- Weekly meeting with President

Secretary:

- Update membership listserv periodically and ensure that all board members have member contact information.
- Reserve rooms for monthly e-board and general meetings.
- Take meeting minutes at all executive board and general meetings.
- Send required documents monthly to secretary of the Student Government Association.

Community Outreach Positions:

External Advocacy Director:

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 (1 per semester).
- Assist with organizing the 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 College of Psychology.

Internal Advocacy Director:

- Orientation (August): Make and pass out flyers for our organization and talk to incoming students about the benefits to be 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).

- Establish and maintain relationships with board members of other COP and NSU student organizations.
- Check SOAP's email regularly for advocacy issues and opportunities occurring within NSU.
- All advertising inside of College of Psychology

Research Director:

- 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 and Vice President in an efficient manner to ensure open communication within the executive board.
- 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.

Treasurer: Cynthia Torres

- Work with Community Outreach Chair and SGA to gain appropriate funding.
- Know reserve estimates.
- Order food for events.
- Budget for food lectures/general meetings.
- Collect receipts and reimburse members for outside purchases.
- All monetary issues.

Public Policy Director: Stephen Beard

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.

- Update organization of the ongoing research on important legislative initiatives that affect psychologists and consumers
- 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
 - Update page of links to put on FB page with resources and tools of current legislative issues pertaining to mental health.
 - Provide resources for formulating your own letter, SOAP specific template to legislators
 - Why Advocacy is important- facilitate and manage importance of advocacy presentation on an annual basis for new and potential members.
 - Plan and conduct civil discourse meetings on hot topics twice a month.

Communications Chair:

- The Bubble Newsletter, (once a month)
 - Update and maintain SOAP bulletin board at College of Psychology.
 - First week of every month must display:
 - Upcoming community service events
 - current legislative issues
 - Volunteer opportunities
 - Our next meeting date(s).
 - Assist Community Outreach Chair and Social Chair in programming of events in terms of content and message and what values it provides 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.

Social Chair

- Flyers,
- General advertising (Facebook, Instagram, assist in weekly emails)
- Check SOAP emails daily
- Update SOAP website (NOVA & FB).
- Organize with Communication Chair- 1 social per semester (Can partner with other organizations to plan socials)
- 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.
- Send out emails to entire listserv twice a month

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 2018-2019 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)