

Executive Board Member Bylaws Contract Agreement 2018-2019

By-Laws Amended: The Sports Psychology Club (SPC) aims to educate individuals about mental skills training techniques that athletes can use in order to improve their athletic careers at all levels.

1. Hold a minimum of two meetings per semester with graduate students to provide graduate students with tools they can use to help athletes improve their performance.
2. Provide resources regarding current “issues” in Sports Psychology, information regarding mental skills training, and upcoming opportunities within the club via the club member list.
3. Host “speaker series” regarding important topics within Sports Psychology (i.e. mindfulness with athletes, rehabilitation for injured athletes) open to the entire club
4. Allow members to share their experiences working with athletes of all ages and levels.
5. Establish a network of students who will work within the athletics program at Nova Southeastern University and who will share their experiences with all members of the club.
6. Provide students with opportunities to become involved as volunteers for sports psychology related community outreach programs.
7. Organize community events such as presentations at local sports clubs regarding mental health within sports environments.
8. Reach out to and involve undergraduate level students, at our university in order to provide lectures and informational “Q&A” sessions regarding our club and our role at the graduate level.

The Sports Psychology Club agrees to adhere to all requirements of College of Psychology's Student Government Association.

Faculty Advisor: Robert Seifer, Ph.D.

Executive Board Member Responsibilities:

2018-2019 E-Board

Chair/ President: Mary Shoaff

- Organize meetings with faculty advisor.
- Organize meetings among executive board members.
- Coordinate speaker series.
- Collaborate with Nova Southeastern Universities athletic department.

- Inform members of conferences, workshops, and volunteer opportunities relevant to SPC's purpose.
- Oversee and contribute to new and ongoing projects.
- Advise board members on projects.

Co-Chair/ Vice President: Sofia Ricardo

- Inform members of conferences, workshops, and volunteer opportunities relevant to SPC's purpose.
- Advise board members on projects.
- Reserve rooms for monthly e-board and general meetings.
- Coordinate Executive Board team building meetings.

Secretary: James Nguyen

- 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 members with access to important articles and information regarding Sports Psychology.

Director of Research: Lindsay Nathan

- 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.

Treasurer: Dan Krizan

- Complete University required Treasurer and Logistics training.
- Coordinate events and projects to raise money for the association.
- Endorse all approved SPC expenditures.
- Maintain records of all expenditures and complete University required Treasurer and Logistics training.

Community Outreach Chair: Lindsay Craig

- Coordinate potential community outreach opportunities and organize potential events.
- Inform the secretary of all upcoming events in order for the club members to be informed of the volunteer opportunities.

- Run and maintain all social media avenues for SPC regarding: posting information regarding meetings, post about important topics in Sports Psychology and mental strength skills topics.

Fundraising Chair: Daniel Mollenthiel

- Coordinate fundraising activities associated with a charity related to the main goals and objectives of the SPC.
- Works closely with the community outreach chair to create volunteer opportunities for club members.
- Inform the secretary of all upcoming events in order for the club members to be informed of the volunteer opportunities.
- Inform treasurer of all upcoming fundraising events and to coordinate funds raised.

**Sports Psychology Club
Executive Board Member Contract Agreement**

I, _____,
(print name) agree to fulfill the following duties as _____ (SPC 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 SPC organization. I also agree to provide the Chair and Co-Chair of SPC with a monthly email regarding my goals for SPC and any 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)