

IAFMHS STUDENT BOARD POSITIONS

The following descriptions are summarized from the IAFMHS students' governing document.

PRESIDENT-ELECT (3-year commitment: 1 year President-elect, 1 year President, 1 year Past President)

The President-elect shall support the President in executing his/her/their duties, while preparing to assume the President role. The President position (which the President-elect will assume in his/her/their second year) involves presiding over all student board meetings, working on a variety of projects to support IAFMHS student members (including fundraising, creating an international opportunities forum, organizing events for the conference, and more), acting as a liaison between the student board and the parent organization, advocating for students, and acting as a member of the IAFMHS board.

This position is ideal for people who are seeking a leadership role, and have the time and sustained drive to keep the other board members on track, motivated, and organized. Great for a student who has a vision for the student section's success and growth, and can commit to 3 years in the organization and be present at the annual IAFMHS conference. This position is perfect for someone who is self-started and willing to put the time and effort into truly improving the organization for student members.

Examples of the duties as President-Elect:

- Organize the student award process,*
- Coordinate the student board nomination and voting process,*
- Help editing the Spotlight section of the newsletter*
- Work closely with the president and other board members on conference activities and other initiatives.*

SECRETARY (1-year commitment)

The Secretary shall maintain complete and accurate files for the IAFMHS Student Board, including maintaining minutes of board meetings, supervising shared task lists, providing reminders to board members about meetings, deadlines and action items, and other related tasks.

This position is extremely important for the smooth functioning of the student section. If you are reliable, organized, efficient, and take deadlines and administrative tasks seriously, this position is for you. The secretary works closely with the president, so this would be an excellent position to familiarize yourself with the president's duties. Past experience with record-keeping, minutes, or coordination is helpful but not required. Also, familiarity with Google docs, Doodle, and other organizational software, such as Trello is helpful but not required.

Examples of the duties as Secretary:

- Writing and sharing minutes of meetings with student board members.*
- Scheduling monthly meetings using Doodle or a similar platform.*
- Helping with the editing of the Spotlight section of the newsletter.*
- Helping with the planning of webinars in the Student Board Webinar series*

*Moderating a Slack channel for the general IAFMHS student membership
Using Trello to add to-do lists for members and to visualize important dates and information.
Working closely with other board members on conference activities and other initiatives.*

COMMUNICATIONS OFFICER (1-year commitment)

The Communications officer shall maintain communication with the membership of the IAFMHS student board, which includes tasks such as monitoring the IAFMHS Student Board email, distributing announcements to student members, and posting on social media sites.

This position is ideal for those who are effective and efficient communicators, who are savvy with social media and enjoy reaching out to others. Social media, advertising and/or promotion experience is strongly valued. As Communications Officer, you are responsible for overseeing and implementing the board's communication strategy. Moreover, you are the connection between the board and the IAFMHS student community. That is, you organize the student board announcements and maintain a steady activity on IAFMHS's social media accounts (i.e., Twitter, Facebook, LinkedIn). It is important that the communications officer is available to send out emails and respond to inquiries from our student members in a timely fashion. Therefore, this position requires continuous availability and good time management skills, as well as a structured and organized approach.

CONTENT DEVELOPER (1-year commitment)

The Content Developer shall work on creating content relevant to the IAFMHS student membership. This includes tasks such as creating and updating content for the Student Section of the IAFMHS website, our social media accounts and helping with other formats such as our IAFMHS student webinar. The Content Developer can be asked to assist other student board positions or the student board in general by applying their creativity to get a message across to the membership.

This position is ideal for those who are creative, who are savvy with social media and search engines, and enjoy storytelling. If you think that you can help promote the student section by translating the board's mission into content that captures people's attention and fosters engagement, this might be a great position for you. You will create new content for the website and our social media accounts, on topics related to the field of forensic mental health as well as graduate education (e.g., graduate school applications, publishing, internships, etc.). Keeping track of our social media analytics will help you create a content strategy. Social media, graphic design, advertising or promotion experience is helpful and highly appreciated, but not required. In contrast to the continuous activity of the Communications Officer, the Content Developer has more flexibility in scheduling their workload.

Example of the Content Developer 's targets:

One new or extensively updated student section webpage and one social media series to raise awareness of the new content.

Three social media post series (e.g., five posts per series): this could be about a particular forensic topic (e.g., mental illness among prisoners during mental health awareness month) or about resources for graduate students (e.g., time management tips and tools).

CAMPUS REPRESENTATIVE / VOLUNTEER COORDINATOR (1-year commitment)

The Campus Representative / Volunteer Coordinator shall support the growth of the Student Board through international outreach. This includes recruiting campus representatives and coordinating the Campus Representative program, which is a network of liaisons consisting of IAFMHS student members who serve as official representatives of the Student Board and IAFMHS at their local campuses. The Campus Representative / Volunteer Coordinator will also help with conference volunteer coordination. This includes ensuring that there is a local contact for the annual conference who will serve as a liaison for the Campus Representative/Volunteer Coordinator to assist with recruitment and coordination of conference volunteers.

This position is ideal for those who are committed to making the student section even more international than it already is. The Campus Representative Coordinator must be comfortable reaching out to professionals, professors, and students in other countries to try to increase membership and engagement from underrepresented nations. Good research skills (to find potentially interested individuals and organizations around the world), networking, and communication skills are important, as well as cultural sensitivity. This position also requires that the Volunteer Coordinator have strong organizational skills and attention to detail, in order to coordinate all of the volunteers for the conference.

Examples of the duties as Campus Representative/ Volunteer Coordinator:

Recruiting Campus Representatives and maintaining an updated list of Campus Representatives
Reaching out to faculty and students at universities without a current Campus Rep to see if they have interest in participating in the program
Disseminating information to the Campus Reps for distribution to their local student bodies
Compiling and synthesizing logs and feedback from Campus Reps each semester
Recruiting volunteers from the international community to assist with our annual conference
Organizing and coordinating the volunteer process (e.g., creating a master schedule of shifts based on volunteers' preferred shifts, overseeing the volunteers as they complete their duties at the conference)

FUNDRAISING COORDINATOR / TREASURER (1-year commitment)

The Fundraising coordinator / treasurer shall support the Student Board by assuming a leadership role on all fundraising and financial matters. This may include developing and monitoring a budget, researching and educating the board on rules regarding fundraising and other financial matters that may arise, and coordinating the development and implementation of fundraising initiatives.

This position is ideal for students who have an entrepreneurial side, and who can come up with creative ideas to raise funds for the student section. In addition, this position should be filled by someone who has excellent record-keeping skills (to ensure that our accounting is up to date) and who can troubleshoot and problem-solve when it comes to financial, organizational, and legal matters related to fundraising projects.

Examples of the duties as Fundraising Coordinator/ Treasurer:

Researching online fundraising possibilities (e.g., <https://www.givingbean.com/>)

Working with local organizers and the student board to plan conference events (e.g., breakfast and student dinner): Getting quotes for cost, comparing options, helping to decide on locations

Communicating with parent board treasurer and accountant regarding budget needs and questions

Ordering fun run t-shirts and coordinating their delivery to conference site

Brainstorming fundraiser options with board members and helping to coordinate their fundraisers as needed

PROFESSIONAL DEVELOPMENT COORDINATOR (1-year commitment)

The Professional Development Coordinator / shall work on a range of professional development activities for student members. This include tasks such as organizing webinars, managing peer mentorship program (PMP), reaching out to the student members who may be keen to publish their research on our social media, collecting, and review students' publishable documents, identifying and reaching out to potential candidates for student professional development panel, routinely collecting and distributing professional development opportunities, and liaising with content developer and communication officer in distributing those to student members.

This position is ideal for those who have strong written communication skills, interpersonal skills, and can pay attention to details. In addition, this position should be filled by someone who is enthusiastic for students' professional development and who can be creative in finding innovative ways to enhance students' opportunities.

Examples of the duties as Professional Development Coordinator

Lead one of the existing programs (e.g., Peer-mentorship program),

Reach out to potential speakers for monthly webinars,

Identify and reach out to potential candidates for student professional development panel at annual conference,

Reach out to students and past SB members who may be keen to publish their research or professional achievements on our social media,

Collect and review students' publishable documents,

Routinely collect and distribute professional development opportunities for students (e.g., training, career advertisements, post doc job).

IAFMHS STUDENT BOARD: COMMITMENTS

There will be **approximately 12 virtual, e.g. Skype/Zoom/Teams meetings** over the course of the student board term, which equals one calendar year. Due to the international character of the board, and the fact that some board members may work with clients during office hours, **meetings may take place in the evening or during weekends, flexibility is required!** Meeting **attendance is mandatory**, only 2-3 meetings may be missed (after consultation with and approval from the president).

Attendance at **the annual conference** is required for the President and President-Elect, and very strongly encouraged for other board members. All members should make every effort to attend.

Time commitment of approximately **2 hours per week** (approximately 3-4 hours for the president / president elect), with an increased workload in the month prior to the conference and in preparation for other major projects during the year. These times are estimates only, and depend on the board activities. The board supports the members' academic needs, and is able to adjust individual members' workloads at certain times in order to allow for people to complete major projects or academic requirements.

We encourage students with a **commitment to social justice and equity** to apply for this year's board as our organization is actively thinking about how to make our organization and our field more inclusive for everyone. If you cannot afford a membership fee but would still like to apply for a student board position, please contact students@iafmhs.org.

We further encourage students with English as a secondary language to apply! Why? See [here](#). Want to get to know previous student boards? Have a look at our introductions from the [current student board](#) or the [student board 2019-2020](#).

