

INTERNATIONAL ASSOCIATION OF FORENSIC MENTAL HEALTH SERVICES



CAMPUS REPRESENTATIVE PROGRAM

Am I eligible to become a campus representative?

- ✘ You must be an IAFMHS student member (the annual student membership fee is CAD\$55 for 1 year or CAD\$88 for 2 years);
- ✘ You must be enrolled at least part-time in an undergraduate or graduate program relevant to forensic mental health (e.g., psychology, nursing, social work, law, medicine, occupational therapy) - either via the program focus or your demonstrated research interests;
- ✘ You must be the only campus representative for your respective program (if your school has multiple relevant programs — e.g., a psychology department, a sociology/criminology department — email us about the possibility of serving alongside other students at your school who are based in different departments or programs).

How does joining the Campus Representative Program benefit me?

- ✘ It's an easy way to increase your involvement in IAFMHS.
- ✘ Similarly, you will increase your knowledge of the workings of IAFMHS, as well as the many student-focused activities and opportunities that the association offers.
- ✘ Your service as a Campus Representative is distinguishing, adding a valuable line on your CV.
- ✘ Participating in the Campus Representative Program gives you an excellent opportunity to network and work alongside like-minded students and professionals around the world — many of whom will be future colleagues and potential employers!
- ✘ You'll obtain valuable leadership experience that will surely benefit you in your career.
- ✘ You'll have the opportunity to be of service to your local student colleagues, and perhaps most importantly, to introduce neophyte students to the fascinating field of forensic psychology.

What are my responsibilities as a campus representative?

- ✘ You are required to regularly (e.g., monthly) use at least two effective forms of communication to distribute notices received in the monthly e-newsletter and through separate flier mailings and other initiatives. Communication outlet ideas include:
 - ✘ Send emails to entire department (i.e., an all@psych list).
 - ✘ Send emails to graduate and undergraduate student-only lists.
 - ✘ Send emails to faculty-only lists, with the request that faculty members share the information with their advisers, labs, or entire classes *if appropriate*.
- ✘ Utilize a program-specific Facebook group (the campus representative coordinator can provide more information about having such a group set up on your behalf — you may not simply create one on your own).
- ✘ Regularly post fliers on departmental bulletin boards (many departments have several, and printing the fliers in color or on brightly colored paper is especially effective).
- ✘ Place fliers in department mailboxes.
- ✘ Make announcements during various psychology-related meetings (e.g., Psi Chi, psychology club meetings, small departmental gatherings, faculty meetings, and lab meetings).

- ✘ Depending on the policies of your institution, some classes permit outside announcements to be made at the beginning of class, or to have an overhead left on the projector while students file into or out of class.
- ✘ Forward information to the departmental student services officer (aka graduate/undergraduate advisor) and ask if he/she has any other effective strategies for disseminating the information.
- ✘ Complete brief campus representative reports for the Student Board on a semesterly basis.

Remember that anything you do in the capacity of an IAFMHS Student Board campus representative should always reflect well on the Student Board and IAFMHS. Different cultures and organizations have different expectations of their students and how they communicate. If unsure, please consult with our President and Country Coordinator. They will help you come up with an adequate communication strategy.

What other information do I need to know about the program?

- ✘ The campus representative term is for up to one school year in length. Specifically, the campus representative term length begins and ends the first of September (e.g., September 1, 2013 to August 31, 2014) regardless of when a campus representative signs up. So if a campus representative signs up in July 2014, he or she will be the campus representative from Sep. 1, 2014 to Aug 31, 2015. But if they sign up on Oct. 7, 2013, they will be campus representative from Oct. 7, 2013 to Aug 31, 2014.
- ✘ Our goal is for each program to have a Campus Representative Program faculty sponsor who can assist in sustaining the local campus representative position over time. If your program does not have a faculty sponsor, we ask that you try to establish one. Many programs already do have Campus Representative Program faculty sponsors. A campus representative will work with the faculty sponsor to ensure continuity of service during campus representative-to-campus representative transitions each year.
- ✘ To that end, we request that you find a replacement before concluding your term as campus representative. If your program has a Campus Representative Program faculty sponsor, he or she can help. If you cannot find a replacement, you should make arrangements for a temporary contact within your psychology department to post notices/fliers. When a replacement is located, you should make your methods for distribution of information available to them and inform the Student Board of your replacement.
- ✘ You are required to supply the Student Board with current contact information that can be posted on the IAFMHS website, including your name, campus and email address.
- ✘ You are required to place your contact information at the bottom of any fliers that you distribute. No other changes or deletions should be made to the fliers.
- ✘ You will be asked to assist in coordinating students from your campus who would like to share costs associated with attending the annual IAFMHS conference. This could be as simple as introducing everyone who is planning on attending to each other via email so that they can arrange travel and accommodation together.

How do I apply for the position of campus representative?

Email the Student Board's general email (students@iafmhs.org) to receive an application to become a campus representative. Confirm first whether your school/program currently has a campus representative. See the current campus representatives. Feel free to email us if you have questions about applying.