

## **OFFICERS**

Advisors' Responsibilities .....	2
Letter of Understanding.....	3
Goals for Officers .....	4
Induction for Officers.....	See Handbook Bylaws
Parliamentary Procedure.....	6

### RESPONSIBILITIES OF EACH OFFICER

President.....	6
Vice-President.....	7
Secretary.....	8
Treasurer .....	9
Webmaster .....	10
Historian.....	10
Reporter/Publicity Chair .....	10
SGA Representative .....	11
Chapter Delegate .....	11
Committees.....	12
Getting Along with Others .....	13
Communication .....	14
Dealing with Conflict.....	15
Leadership Skills.....	16
Decision Making/Problem Solving .....	17
Cooperative Learning Exercises.....	17
References.....	24

## **ADVISORS' RESPONSIBILITIES**

Register as a member of Psi Beta at the national office.

Identify and certify qualifications of student candidates for membership.

Induct new members annually. Actively recruit ethnic minority students. Register the new members online with the national office and keep a file of all registered members. Verify registrations by checking for names in newsletter.

Provide leadership training for officers. Guide the chapter officers in planning and implementing goals and projects/activities.

- Follow the school calendar to determine how the chapter can participate in scheduled activities.
- Motivate officers to plan educational programs and field trips on psychology.
- Schedule regular meetings.
- Plan membership drive. Open Induction Date online at [advisor.psibeta.org](http://advisor.psibeta.org) for students to register.
- Schedule induction ceremony.
- Plan some social activities (include faculty members occasionally).
- Plan fund-raising to subsidize:
  - attending state, regional and national psychological association conventions when feasible
  - establishing a Psi Beta scholarship
- Encourage community service.

Attend chapter meetings and activities.

- Encourage attendance at meetings.
- Stimulate participation in projects.
- Assist in developing group cohesiveness.
- Motivate students to pursue psychology and to excel academically.

Publicize Psi Beta's national competitions and awards (display posters) and encourage members to submit projects and papers written in APA style.

Encourage faculty members to develop rapport with Psi Beta members.

Encourage students to update their addresses online, so as to receive the *Psi Beta Newsletters*.

Assign an officer to submit activities report online to national office annually.

Abide by the national Psi Beta bylaws and policies and the APA Code of Ethics.

## **LETTER OF UNDERSTANDING FOR PSI BETA FACULTY ADVISORS**

*As a Psi Beta Advisor, I understand and agree to the following guidelines:*

- I am a registered member of Psi Beta.
- I shall abide by the national Psi Beta Bylaws and policies and the APA Ethical Principles of Psychologists and Code of Conduct.
- I shall identify, invite and register eligible students as Psi Beta members at least once a year.
- I shall inform officers of duties, provide them with the *Officers* section of the Psi Beta handbook and work with them to develop leadership skills.
- I, or a chapter officer, shall report chapter activities to the national office for publication in the newsletter at least once a year.
- I shall notify chapter officers when I receive ballots.
- I shall inform Psi Beta members of announcements from the national office, such as deadlines for awards available and dates of conferences.
- I shall supervise the planning of and participate in projects that enhance the purpose of Psi Beta.
- I shall implement strategies suggested by the national office to fulfill goals of Psi Beta.
- I shall attend and encourage students to attend regional and national psychological conferences when possible.
- ***I shall upload the chapter bylaws in Microsoft Word to the advisor.psibeta.org Web site***
- ***I shall update my college and advisor information online at advisor.psibeta.org***
- ***I shall respond to advisor surveys in order to contribute to strategic planning for Psi Beta***

## **GOALS FOR OFFICERS**

*Effective leadership is vital to each Psi Beta Chapter. Officers learn many skills necessary to conduct business, communicate effectively, and solve problems through the leadership capacity. Leadership skills prove to be helpful both in Psi Beta as well as in college and community life. As leaders, the officers interact with and influence the group and the direction of the organization. An officer should develop his own style for working with others—and should involve all Psi Beta members! In order to be effective, officers need to set goals.*

**Set Goals.** *Goals provide direction and help to plan and organize for the semester/quarter, year (short term) or several years (long term). Goals should be established by the officers with input from the active members at the beginning of the year and should be*

- achievable
- realistic
- specific
- measurable
- desirable
- limited in completion time

**Evaluate.** *After accomplishing a goal, the result should be evaluated by the officers, committee assigned to the task, or Psi Beta members during a regular meeting.*

- Study the Psi Beta bylaws, policies, handbooks, and past chapter minutes.
- Meet with the faculty sponsor regularly and receive approval for all plans and actions.
- Set goals for chapter with the input of active members.
- Assist the president in planning agendas for business meetings.
- Plan activities for year and involve members to make arrangements.
- Attend all Psi Beta functions.
- Evaluate success of projects, after completed.
- Promote interest in psychology and Psi Beta.
- Encourage participation in community service and national awards.
- Conduct membership drive, striving to attract an increasing number of ethnic minority students.
- Induct Psi Beta members annually and register them at the National Office.
- Preserve membership records.
- Involve all members in committee work.
- Ensure that chapter participates in national elections and surveys.
- File Activities Report with the Psi Beta national office annually.
- Consider nominating chapter and faculty advisor for national awards.

## PARLIAMENTARY PROCEDURE

- President** Presides at the business meetings  
Follows the agenda  
Calls for motions and “recognizes” who may speak  
Votes in a tie
- Quorum** Determined by the bylaws. Number or percent of active Psi Beta members who must be present to conduct business legally. The chapter bylaws should specify the largest number that can regularly attend a meeting. Otherwise, a majority of the entire chapter membership is required to be present. Once the quorum is present, the meeting is called to order and business may be conducted (votes may be counted), even if someone leaves during the meeting. No action may be taken if a quorum is not present.
- Motions** A proposal made by a member on the issue being discussed.  
Member *makes motion* by addressing the presiding officer (Mr. or Madam President).  
“I move that we take a stand on/or take action on . . .”  
Statement should be clear and concise.  
The presiding officer may not make a motion, but may call for a motion to be made.  
After the motion has been made, the presiding officer can ask the person making the motion to write it for the secretary.  
The presiding officer calls for *a second to the motion*.  
The presiding officer restates the motion, “It is moved and seconded that  
..... we . . .”  
The presiding officer calls for *discussion/debate* on the motion.  
Discussion is directed to the presiding officer.  
After some discussion (may set time limit), the presiding officer asks, “Are you ready for the question?”  
*Vote* is taken, if there is no further discussion.  
Secretary should record the motion and the vote in the minutes.
- Votes** May be cast by:      Voice (aye or no)  
                                    Show of hands  
                                    Roll call  
                                    Ballot
- Majority** More than one half of the members voting.  
The usual number of votes required to pass most motions.  
A quorum must be present in order for a vote to be taken.
- Amended motions** A member may propose a change to a motion on the table—“I move to amend the motion . . .”—as long as the change is editorial or related to the original subject. The amendment must be seconded and approved by a majority vote.
- Tabled motions** Motions may be tabled which means the issue will be discussed and voted on at a later date—“I move to postpone . . . until . . .”

## **RESPONSIBILITIES OF EACH OFFICER**

***(Adapt to chapter's needs. Duties may be combined for some positions or chapters may elect additional officers to perform duties.)***

### **PRESIDENT**

- Plans agendas for business meetings
- Conducts meetings, using parliamentary procedure
- Submits annual Activities Report, approved by advisor, online to the Psi Beta National Office
- Communicates with and assists Psi Beta faculty advisor regularly
- Appoints committees, assigns tasks, and follows up
- Votes in a tie
- Encourages members to update their home addresses online in order to receive the *Psi Beta Newsletters* for 18 months following registration
- Keeps notebook of agendas, copies of activities report filed with national office, calendar of activities and deadlines

**Prepare Agenda** *in advance and have copies available to all members. Use the agenda, the fixed order of business, as a structure for **setting the atmosphere for business**. The first impression is the most important. Begin on time and follow the agenda. Enforce the rules of parliamentary procedure consistently and firmly. Be fair and courteous to all. Make decisions without delay, whenever possible.*

- Do only one thing at a time.
- Finish each action before introducing something new.
- Be organized, presenting all information in a logical order.

### **SAMPLE PSI BETA CHAPTER MEETING AGENDA**

*Date, time and location of meeting*

- I. Call to order (beginning time)
- II. Roll call or sign in sheet for all members present
- III. Reading and approval of the minutes of last meeting
- IV. Officers' reports (Treasurer, Vice-President, etc)
- V. Committee reports (List committee and chairperson)
- VI. Old business or unfinished business (Itemized)
- VII. New Business (Itemized)
- VIII. Announcements
- IX. Adjournment (expected time to end)

## **VICE-PRESIDENT**

- Conducts meetings in president’s absence
- Keeps files of membership cards updated
- Serves as Program Chair—Chairs one Program Committee or oversees committees appointed for each type of program or event
- Works with committee members to obtain speakers and meeting facilities
- Introduces speakers
- Registers all events on college calendar
- Notifies Publicity Chair of all relevant information in ample time for publicity

### **SAMPLE PROGRAM/ACTIVITY ORGANIZER**

*(Date registered on college activities calendar)*

Program Title

Committee, committee chair, and sponsor in charge of event

Date of event

Time of Event

Location of event

Anticipated Attendance

Speakers needed

Refreshments needed

Equipment needed

Materials needed

Transportation needed

Total cost and how funded

Paperwork to be filed with administration

Members to set up

Members to clean up

Invitations to be sent

Date publicity to begin

Thank you notes to be sent

Task	Person in Charge	Deadline	Date Completed

Evaluation by officers and sponsors—signed and dated

- Basis used (attendance, revenue, feedback, etc.)
- Recommend repeat program next year
- Recommend not repeat program and why
- Modifications recommended if repeated

## SECRETARY

- Records and reads minutes at meetings
- Handles correspondence for chapter, including thank you notes to speakers
- Takes roll at meetings
- Keeps roster of email addresses of all members
- Emails announcements to members on a regular basis
- Keeps copy of membership registration forms in notebook
- Keeps list of all committees and reports in notebook
- Keeps agendas, minutes, roll of members in notebook for next secretary

**Minutes** are the official record of all business transacted at a business meeting. They should follow the order of the agenda and include all motions seconded, whether adopted or rejected. When the secretary reads the minutes at the following meeting, the members will vote approval as they stand or will make motions to amend them first. Amendments should be recorded. It is helpful for the secretary to keep the minutes in a loose-leaf notebook (in order) with committee lists, committee reports, attendance records, and the agendas for each meeting.

### SAMPLE WORKSHEET FOR PSI BETA MEETING MINUTES

Type of meeting

Date, Time started, Location

Presiding Officer

Persons present and absent (can attach list)

Approval of previous minutes and any amendments

Important facts from officers' reports

Committee reports (can attach)

Motions and the results.

Summary of any other actions

I. (Or can list agenda items and actions.)

II.

III.

IV.

V.

VI.

VII.

VIII.

Time meeting adjourned

Date, Time, and Location of next meeting

Signed by the Secretary

## **TREASURER**

- Keeps financial records of expenditures and receipts
- Collects and records registration fees, chapter dues
- Makes deposits in a chapter or college account according to college policy
- Requests funds or writes checks for expenditures with sponsor's approval
- Balances chapter checkbook regularly, including reconciling with the bank statement or regularly verifies Psi Beta's funds in the school account
- Reports financial status (income, expenses, balance) at business meetings
- Keeps a notebook of records to hand to next treasurer (includes financial transactions, income and expenditures reports, receipts, copies of order forms and registration forms sent to the national office, budgets of past and present years)
- If chapter has bank account, takes incoming treasurer to bank to sign card
- Notifies members when chapter needs additional funds for events
- Completes on time any forms required by college for clubs with funds
- Verifies registration of members by checking that membership fees collected and sent to the national office are the same and equal to the number of names on the registration form and by checking the names printed in the Psi Beta newsletters against the names on the registration form. The faculty advisor and national office should be contacted at once if there is a discrepancy.

### **SAMPLE FINANCIAL REPORT**

*Date*

***Balance in account on date of last report***

***Income since last report***

Registration fees for the National Office

Chapter dues

Supply orders for National Office

Fundraisers

Student Activities Fund

Contributions

***Expenses since last report***

Registration fees for the National Office

Supply orders to National Office

Refreshments

Scholarship

Contributions to community

Field trip, program, project, conference

## **WEBMASTER**

- Constructs and maintains Psi Beta Chapter Web site linked to [www.psibeta.org](http://www.psibeta.org)
- Registers URL of chapter Web site with the Distribution Center [michael@psibeta.org](mailto:michael@psibeta.org)

## **HISTORIAN**

- Takes pictures at Psi Beta events
- Keeps scrapbook of pictures, news media articles, printed programs, chapter newsletter, posters, etc.
- Displays scrapbook at regular meetings, club fairs

## **REPORTER / PUBLICITY CHAIR**

- Publicizes Psi Beta meetings, events, announcements, award deadlines
- Places announcements on Psi Beta bulletin board
- Sends announcements to college newspaper and campus public relations department
- Sends news releases for community newspapers to college public relations
- Arranges with college for news media coverage of special programs/events
- Keeps Dean of Student Activities informed about Psi Beta activities
- Keeps notebook of all announcements and news releases in chronological order

## **SAMPLE NEWS RELEASE OR ANNOUNCEMENT**

*(Use black type, double space, upper and lower case letters, no superlatives.)*

Date of release to news media or to the college Public Relations Office

Sponsor: College Psi Beta Chapter

Faculty Advisor

Contact person (publicity chair), address, phone number

Title of event (Speaker, film, induction ceremony, community service project, etc)

Date of event

Time

Location

Factual information about event

## **STUDENT GOVERNMENT ASSOCIATION REPRESENTATIVE**

- Represents Psi Beta at Student Government meetings
- Completes any reports necessary for Psi Beta to maintain recognition by the SGA or Student Activities Office

- Lobbies for funds for Psi Beta from SGA or Student Activities Funds
  - Refreshments
  - Supplies for chapter
  - Specific program or event
  - Scholarships

## **CHAPTER DELEGATE**

- ***Must be an active student member of Psi Beta***
- ***Represents Psi Beta Chapter to the National Council***
- ***Serves as liaison between the chapter and the Psi Beta National Council***
- ***Must have regular access to email and the Internet, at least weekly***
- ***Presents all surveys and ballots to the chapter and registers their votes taken at a regular membership meeting***
- ***Responds to the two annual surveys online at [delegate.psibeta.org](http://delegate.psibeta.org) by the deadline***
- ***Submits ballot results to the National Office by deadline (mail, fax or online)***

## **COMMITTEES**

*One or more persons (preferably three members total) appointed by the president, if stated in the bylaws, or as prescribed by the active members through a motion.*

### **TYPES OF COMMITTEES**

- *Executive*—Officers
- *Standing*—For a certain period of time, or permanent. Members change as the membership changes (i.e., Nominating, Program, Fundraising, Membership, Community Service)
- *Special*—Given special charge and ceases to exist when task is completed (i.e., Revising Bylaws, Establishing Criteria for Chapter Scholarship)

### **COMMITTEE MEETINGS**

- Quorum = majority (over 50% present)
- Resolutions/proposals, based on majority approval, to be presented to members at regular business meetings
- The chair or a secretary keeps a brief memorandum in the nature of minutes for the use of the committee
- Chair may make and debate motions

### **TYPES OF COMMITTEE REPORTS:**

- *Informative* (Report is read to membership at a regular meeting.)
- *Proposal or informative with resolution/proposal* (Requires motion by person presenting the report, usually the committee chair, to adopt/accept/agree to the report/resolution/proposal. All three terms indicate adopting the whole report including the proposals.
- The *motion* must be considered, or postponed, and can be amended by the membership before the vote takes place.

*Example:* “The Finance Committee recommends that each Psi Beta member be required to pay \$10 annual dues to the chapter by October 1.”

### **FORM OF COMMITTEE REPORTS**

- Written, in third person
- States name of committee  
“. . . Committee submits the following report . . .” (*informational*)  
or “recommends” (*proposal*)
- Signed by all concurring members or the chair

## GETTING ALONG WITH OTHERS

### HUMAN RELATIONS

Human relationships are the foundation of Psi Beta. Human relations is defined as the ability to work with and through people effectively. To promote good human relations, you should be:

***People-oriented***

***Task-oriented***

***Results-oriented***

Good human relations is *not*:

Power-oriented

Authority-oriented

People manipulation

#### ***Ten Principles of Human Relations:***

Greet people—speak to everyone you encounter.

Smile at people.

Call people by name.

Be friendly and helpful.

Be cordial—show genuine pleasure.

Be genuinely interested in people.

Be generous with praise.

Be considerate of others' feelings.

Be thoughtful of the opinion of others.

Be of service to others.

### ENVIRONMENT

The environment is very important when setting up effective leadership and good human relations. The morale of Psi Beta members rests on the shoulders of the leaders. The environment should include a sense of ***trust*** between members and leaders. Be sensitive to all members. Without trust there is little risk-taking and sharing—no sense of unity, team, or of belonging. ***Ethics*** are also important; confidentiality of members' lives should never be talked about to others. A healthy and productive environment also includes showing ***respect*** for all members; every member is important and has the potential of making contributions to the organization. In addition, a good leader stresses the importance of all jobs, tasks, and input from members. ***Recognition***, honors, and awards given for positive efforts by group members contributes to the productivity of the organization. To help build morale, provide interesting work and show your full appreciation for members' work and input. ***Involve*** as many people as possible and as often as possible. Be willing to help others with problems encountered. Be ***loyal*** to your members.

### **COMMUNICATION BARRIERS**

- making judgments
- generalizations
- unclear or nonspecific language
- apologizing
- fathering/mothering
- patronizing/being condescending
- imposing on others
- blaming
- criticizing
- defensiveness
- not listening
- interrupting
- belittling
- stereotyping

### **EFFECTIVE COMMUNICATION**

- organize your thoughts and ideas
- be brief
- be positive
- focus on tasks/behaviors—not emotions
- keep messages clear and specific
- least important word to use is “I”
- most important word to use is “WE”
- two most important words to use—“THANK YOU”

### **EFFECTIVE LISTENING**

- stop talking
- give eye contact—look at the speaker
- give total attention (don’t shuffle papers, write notes, etc)
- *try* to see other person’s point of view
- do not interrupt the speaker
- restate to the speaker in your words what you have understood
- ask questions to clarify points
- be aware of your feelings/emotions
- resist distractions
- listen to more than the spoken word—non-verbal behavior is important, too

### **NON-THREATENING FEEDBACK**

- Emphasize behavior or their internal frame of reference—not YOUR judgment.
- Refrain from using “you” messages, use “I” messages. Do not get personally involved or defensive, remain objective. Be assertive. Use “I” messages. “YOU” messages are threatening. Example: “You always interrupt me.” (Aggressive statement and puts others on the defensive.) “I would like to finish this without interruption.” (Assertive, makes your wishes clear without threatening others.)
- Do not make judgments—focus on observations.
- Concentrate on sharing ideas rather than on giving advice.
- NO: “My solution is . . . and you should . . .”
- YES: “Here are some possible solutions you may want to think about.”

## **DEALING WITH CONFLICT**

Conflict is an unavoidable feature of interpersonal interaction. While its presence usually arouses tension within a group, when dealt with openly and constructively, some interpersonal conflict can be valuable. Constructive confrontation may bring problems into the open where they may be resolved and lead to new insights through the sharing of differing viewpoints. Each of the five styles of dealing with conflict can be useful if applied in appropriate situations as summarized below. As chapter officers, you can help each other to identify and deal with the situation.

**Competing**—When a quick, unpopular decision on an issue vital to the chapter (such as cutting expenditures or enforcing rules) needs to be made; then confidently take the necessary action.

**Collaborating**—When there are opposing, but equally important views, and the objective is to learn and gain commitment, the group should work through the feelings and insights until a consensus is reached.

**Compromising**—When competition and collaboration are unsuccessful, but a decision needs to be made, even if only a temporary solution, the group should compromise.

**Avoiding**—When an issue is not pressing, but other issues are, and a resolution would be disruptive to the harmony of the group, avoid making a decision as a group until the issue has been studied further.

**Accommodating**—When you realize that your position is wrong or losing and not as important to you as to others; forfeit your battle and encourage others to present their positions. You will gain harmony now and cooperation for later issues more important to you.

## **HOW TO DISAGREE WITHOUT BEING DISAGREEABLE**

- Choose a mutually acceptable time and place to discuss the issue.
- Let others state their opinions first, forcing yourself to think about their points of view.
- Allow all views to be heard. Each opinion is valuable.
- Your goal should be understanding and being understood—the basis for resolving differences.
- Keep personalities and past grievances out of the problem. Focus on the present issue.
- Listen carefully and do not interrupt while another is speaking. Then paraphrase what the other has said to focus on and clarify the real issue.
- Never say, “You’re wrong.” This invites defensiveness.
- Listen for the ideas you can agree with and say so.
- Focus on parts of the problem that can be changed and the actions that each person can take to resolve it.

## **GENERAL PRINCIPLES IN DEALING WITH DIFFICULT PEOPLE**

- You do not have to like someone to be able to work with him or her.
- Do not try to change difficult people; instead, change your reaction to them.
- Do not overreact. Take a deep breath and lower your voice before responding to annoyances.
- Try to understand what makes them act inappropriately.
- Describe the behavior in specific terms. Do not use generalizations.
- Use phrases such as, “I feel uncomfortable when...” rather than, “I think you should...”
- Make it easy for the other person to adjust without losing face.
- If all else fails, try to forget the situation and move on to other things.

## **LEADERSHIP SKILLS**

*A leader is not effective without the support of followers. The leader establishes the direction for setting goals for the organization and possesses skills to help the members solve problems that arise. As a leader, you set the standards for behavior, dress, and the environment for Psi Beta.*

### **CHARACTERISTICS OF A SUCCESSFUL LEADER**

- **Stability**—put in a positive mood.
- **Self-confidence**—know what you are capable of and delegate to the expertise of others when necessary.
- **Concern for others**—be considerate of all people.
- **Integrity**—be honest to others.
- **Courageous**—be willing to take chances and lead.
- **Trusting**—trust others in order to be trusted.
- **Respectful**—treat others as you would like to be treated.
- **Enthusiastic**—show excitement and have fun. Positive attitude towards success.
- **Problem solving ability**—make decisions and look for solutions.
- **Goal setting ability**—be clear in what you want.
- **Ethical**—build an atmosphere of trust and concern.
- **Motivator**—excite and inspire members to be involved.
- **Flexibility**—to sustain disappointments and surprises.
- **Discipline**—refrain from procrastination and get the job done.
- **Vision**—see what lies ahead and guide the future direction of the chapter.
- **Commitment**—follow through.

### **LEADERSHIP EFFECTIVENESS SKILLS**

- **Learn from the past** (both successes and failures)
- **Accept Responsibility** and **Be a Doer**
- **Believe** in the success of Psi Beta goals.
- **Know** your limitations and build on your strengths.
- **Persuade** people through confidence, trust, and support. A positive environment is necessary. When you believe in others, they begin to believe in themselves. Show understanding, consideration, and sensitivity.
- **Communicate**—listen, and speak clearly, specifically, and logically.
- **Be action-oriented**—take calculated risks. (For example: If you want to try a new fund-raising activity and do not know if it will work; find out about what is involved, make your decision, and go for change.)
- **Delegate**—you cannot do it all. Involve others. Always follow up on assigned tasks that are delegated to others.
- **Learn to accept criticism**—if you get no criticism, you aren't doing anything.

***See life and each day as a learning situation!***

## **DECISION MAKING / PROBLEM SOLVING**

See the *Big Picture*. Look at relevant information, making sure that the information you have is reliable and accurate.

### ***How can a problem be solved?***

#### **1. Acknowledge problem (define clearly).**

Look at the problem from a broad point of view.

Be precise in making a problem statement.

Break the problem down into manageable smaller problems.

*Example:* Sally is a committee chairman who failed to report on the recommendations of the committee at the Psi Beta business meeting.

*Problem:* Shall we replace Sally as chairman?

#### **2. Look for possible solutions.**

*Solution:*

(1) Replace Sally or

(2) Wait until next meeting and give her a chance to report.

#### **3. Select best solution and put into practice.**

#### **4. See if the problem is solved. If it is not, see if problem is defined correctly.**

*Example: Broaden the problem.* Shall I replace Sally?

Question: Why do I want to replace Sally?

Answer: So Sally's committee report will be made.

*Redefine problem—Broaden:* How can I get Sally's job done?

*Possible solutions:*

(1) replace Sally

(2) wait until next meeting

(3) ask for report in writing

(4) ask another committee member to give report

(5) other possibilities . . .

## **COOPERATIVE LEARNING EXERCISES**

Over the past 50 years, behavioral scientists have analyzed leadership in various organizational settings. They have discovered leadership to be a complex, paradoxical, and ephemeral process. Researchers have developed theories and models to explain the leadership process, but these theories often contradict and overlap each other.

However, all of the theories hypothesize that the effectiveness of a group is in large part a function of the individuals occupying the designated leadership roles. One way to facilitate group process is for leaders to employ cooperative learning strategies. These strategies are designed not only to increase cooperation, but also to increase productivity, involvement, and individual accountability for participation.

*The following exercises are designed for Psi Beta Officers. We encourage the officers to try these exercises and to integrate them with the ten major principles of wise leadership.* Psi Beta Officers are the leaders of their chapter since they are responsible for undertaking certain actions intended to facilitate the movement of the group toward its goals. These cooperative learning exercises are designed to foster leadership within a team context.

### **I. Teambuilding**

Teambuilding means learning how to work effectively as a team. Teambuilding creates enthusiasm, trust, and mutual support, which leads to more effective chapter activities. These exercises are designed as icebreakers at the beginning of the semester in order to facilitate not only getting the members acquainted, but group identity and bonding.

A Psi Beta officer introduces the exercise with a brief explanation. The officer must also have the group agree on a **silence signal**. For example, the officer will raise his/her hand, and participants will raise their hands in response, to indicate silence. Another signal might be clapping the hands (with the other members responding by clapping their hands) or using a bell or drum or any signal that the group knows signifies that everyone is to stop talking and look to the leader. All exercises are time limited. All Psi Beta officers are encouraged to take turns implementing these exercises.

#### **A. Linkages**

One member of the group stands up and says his name and then something about what he likes, such as, "I'm John, and I like to snow ski." If some one in the group likes to snow ski, then she stands up and links arms with John. She introduces herself and says, "I'm Susan, and I like to snow ski and I also like to eat pizza." Then, someone in the group, who likes to eat pizza, will link to Susan and continue with his/her name and another preference, for example,

"I'm Carol and I like to eat pizza and I like the movie...."

Time: 2 minutes

### **B. Three Step Interview**

**Step 1:** Have the members break into pairs with someone they don't know. One member becomes the interviewer and the other the interviewee. The topic of the interview can vary, but should involve a specific question, e.g. "What hobbies do you have or what is the most shocking/memorable thing that has happened to you or what are your career goals?"

Time: 2 minutes (silence signal & read instructions for step 2)

**Step 2:** Members reverse roles of interviewer and interviewee.

Time: 2 minutes (silence signal & read instructions for step 3)

**Step 3:** Members are asked to join the whole group. Members then share what they have learned about the other persons.

Time: 2 minutes

### **C. Mix-Freeze Pair**

**Step 1:** Every member circulates around the room until the officer says "Psi Beta," and then everyone freezes. Then, the officer has the members pair with the closest member and they interview each other on a topic selected by the officer, e.g., "Fun things you have done or why you selected psychology as a major."

Time: 1 minute (silence signal & read instructions for step 2)

**Step 2:** The officer rings a bell or uses a hand signal to get the group's attention. Then, he/she says, "Mix again." Everyone circulates around the room, until the officer says, "Psi Beta," and they freeze and are paired for the second interview. The process is repeated.

Time: 1 minute

## **II. Chapter Cohesiveness**

Chapter cohesiveness occurs when all members respect the values of each other. These exercises are designed to clarify each Psi Beta member's own values, the values of other members, and to foster non-judgmental listening.

### **A. Who Gets the Heart?**

Divide Psi Beta members into groups of five and pass out the handout on the next page.

Time: 10 minutes

You are one of the members of the City Hospital's Medical Board and must make a crucial decision. Individually, you must assign priority numbers to 5 patients on a waiting list for an artificial heart. The Medical Board (a team of five) must achieve consensus. (1=first in line; 5=last in line).

**Step 1:** Individual Ranking:

Working alone you must make a priority ranking of the 5 patients waiting for an artificial heart.

Time: 2 minutes (silence signal & read step 2)

**Step 2: Board Meeting:**

After you and the remainder of the Medical Board (your teammates) have completed your own priority ranking, you must have a meeting. You must work together to finalize the priority ranking. The rule is before you can express your opinion, you must validate the thoughts and feelings of another member, even if they differ from your own.

Time: 2 minutes (silence signal & read step 3)

**Step 3: Consensus:**

Debate each proposed decision until there is agreement on one decision. You are practicing the process leading to decisions by consensus. Time: 6 minutes (silence signal & read step 4)

**Step 4: Share**

One member from each group should share the team decision and reasoning with the larger group.

**Sam Gordo**

**1 2 3 4 5**

- Age: 61
- Occupation: suspected of underworld involvement (Mafia).
- Description: married, 8 children, extremely wealthy, will donate a very large sum of money to the hospital after the operation.

**Jim Gonzales**

**1 2 3 4 5**

- Age: 23
- Occupation: "B" average student
- Description: single, studies hard, helps support poor family, aspires to be a police officer when he graduates.

**Nancy Smith**

**1 2 3 4 5**

- Age: 45
- Occupation: housewife
- Description: Widow, supports 3 children, small income, no savings

**Felix Fairley**

**1 2 3 4 5**

- Age: 35
- Occupation: famous actor
- Description: divorced, wife has custody of both children, donates to create homeless shelters.

**Henry Sturtz**

**1 2 3 4 5**

- Age: 55
- Occupation: New York State Senator, recently elected, upper-income level
- Description: married, 1 child, recently elected, financially well-to-do

## **B. Value Lines**

**Step 1:** A Psi Beta officer asks students to form a line according to their preference or attitude regarding a specific topic. For example, they could form a line in response to this question: "Should a woman have a right to get an abortion with the only requirement being consultation with her physician?" If you agree, go to the beginning of the line. If you disagree, go to the end of the line.

**Step 2:** Each member of the group is instructed to pair off with a person next to them. One person listens while the other talks.

Time: 2 minutes (silence signal & read instructions for step 3)

**Step 3:** The listener paraphrases what the speaker said.

Time: 2 minutes (silence signal & read instructions for step 4)

**Step 4:** Reverse roles and repeat steps 2 and 3.

Time: 2 minutes (silence signal & read instructions for step 5)

**Step 5:** Psi Beta officer asks the group to fold the line in half. The person at one end walks to the other end of the line and all others follow until the line is folded in half. The students pair off (face each other) so that the extreme opposite values are being expressed at one end of the line and middle values at the other end.

**Step 6:** Repeat steps 2, 3, and 4.

## **III. Path Finding**

The Psi Beta officers can use the path finding exercises to assist in generating ideas for activities and in fostering creative problem solving.

### **A. Numbered Heads Together**

**Step 1:** The officer divides the members into groups of 4. They are asked to seat themselves in a square formation, facing each other. Members are asked to number off so that each has a number of 1, 2, 3, or 4.

**Step 2:** An issue, e.g., "What activities would bring greater attendance among the membership for meetings" is presented. Each member of the group discusses this issue.

Time: 10 minutes (silence signal & read step 3)

**Step 3:** Then the officer calls a single number (either 1, 2, 3 or 4). Students with that number are instructed to raise their hands (or stand up) and provide the larger group with a summary of what occurred in their discussions.

**Step 4:** The officer can be recording these suggestions on a transparency for the whole group to see and to facilitate further discussion and goal information.

**Step 5:** Committees can then be assigned to develop specific plans.

### **B. Pass-a-Problem**

**Step 1:** Each group of 3 to 4 people selects an issue, e.g. "How can we raise funds to sponsor our president to attend the American Psychological Association (APA) meeting in August?"

**Step 2:** Each group writes the issue in a separate folder and then these folders are passed from group to group for brainstorming on these issues.

Time: 5-10 minutes per issue. Then pass folder to the next group.

**Step 3:** After all folders have reached all groups, the officer discusses these responses with all members in the larger group. Again, writing down the ideas on a transparency will help keep the group focused.

**Step 4:** These ideas can be voted on and members can be assigned to committees to implement each suggestion.

**Step 5:** Each committee is responsible for reporting its progress at the next meeting and subsequent meetings.

### **C. Brain-Storming**

**Step 1:** The officer asks students to organize themselves into groups of 5.

**Step 2:** Students are assigned the following roles (write names and roles on transparency). The roles can be explained to the whole group and gambits (dialog hints) can be group generated (Given this role, what would they say?)and also written on a transparency by the officer.

**Speed Captain** - The behavioral role is to put on the time pressure. The Speed Captain will say things like "hurry up" or "Let's get moving."

**Supper Supporter** - The behavioral role is to make sure all ideas are encouraged without evaluation. The Supper Supporter say things like "great idea."

**Chief of Silly** - The behavioral role is to keep creative ideas flowing by encouraging divergent thinking. The Chief of Silly might say things like "Let's have a crazy idea."

**Synergy Guru** - The behavioral role is to encourage students to build on each others ideas. The Synergy Guru might say "Let's combine those two ideas or let's change that idea into this one."

**Recorder** - The behavioral role is to record each idea on a separate sheet of paper (use a small tablet) and place it in the center of the group. This allows for categorization and recategorization of ideas.

**Step 3:** The officer suggests the idea to be brainstormed, e.g., "What are some activities we can plan with the local Psi Chi chapter?" or "Is there a way to develop a Psi Beta Scholarship?"

**Step 4:** Students are asked to brainstorm the idea while maintaining their assigned roles. Time: 10 minutes (silence signal & read step 5)

**Step 5:** Students are asked to categorize and prioritize their ideas. Time: 2 minutes (silence signal & read step 6)

**Step 6:** The Synergy Guru is asked to present the list to the whole chapter for open discussion.

**Step 7:** Again, the officer should record ideas on a transparency.

#### **IV. Social Skills Exercises**

##### **A. Social Skill of the Week**

**Step 1:** During one or two meetings a semester several members of the chapter can be assigned a social skill to practice and to assist the group in modeling. The leader should state the objective as making the chapter members aware of a variety of social skills. Some suggested social skills and corresponding roles are listed below:

1. **Encourager** - encouraging others
2. **Praiser** - praising others
3. **Cheerleader** - celebrating accomplishments
4. **Gatekeeper** - equalizing participation
5. **Coach** - helping others
6. **Question Commander** - asking for help
7. **Checker** - checking for understanding
8. **Taskmaster** - staying on task
9. **Reflector** - reflecting on group process
10. **Creator** - offering new ideas

**Step 2:** The roles can be listed on a transparency and students can be asked to select a role they would like to practice.

**Step 3:** At the end of the meeting, the group can reflect on how it felt to practice the assigned behaviors, what the typical behavioral pattern is during meetings, and the advantages associated with developing a wider range of behavioral options.

##### **B. Talking Chips**

**Step 1:** Each student writes his/her initials on several small pieces of tablet paper (chips).

**Step 2:** During the chapter meeting, each time a student wants to talk he/she places a chip (a piece of tablet paper containing initials) in the center of the table.

**Step 3:** At the end of the meeting, an officer can examine the sheets and the group can discuss participation patterns. This exercise of talking chips increases

awareness regarding participation habits and serves as a tracking device which can facilitate equal participation.

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