

_____ University
Student Chapter of PCMA

Application for the Executive Board

First Name: _____

Last Name: _____

Email: _____

Phone Number: _____

Academic Year: _____

Office Desired: _____

Secretary:

- Take minutes of all Student Chapter and Board meetings, distribute within 3 days of meeting
- Send out meeting reminders 2 – 3 days prior to each meeting
- Work with Student Chapter president to fill out the required forms necessary to become a recognized student organization by the university and by PCMA Headquarters.
- Work with Student Chapter president to fill out the required forms necessary to become a recognized Student Chapter
- Maintain binder with copies of all pertinent information
- Writes correspondence for the chapter at the discretion of the Student Chapter President
- Maintains the bylaws, provide update bylaws to PCMA Headquarters in the fall
- HAVE FUN AND LEARN

Historian:

- Provide updated information on Student Chapter's website and social media outlets.
- Provide updated information on Student Chapter's on campus bulletin board
- Organize photography at all social, service, fundraising, and Student Chapter meetings
- Organize photography at all Senior Theme Dinner Projects
- Oversee Yearbook Committee
- Update Student Chapter Board on progress of Theme Dinner Yearbook
- Secure advertising for Theme Dinner Yearbooks
- Organize production, costs, and distribution of Theme Dinner Yearbooks
- Maintain positive and working relationship with Department Head to guarantee Theme Dinner Yearbook distribution
- HAVE FUN AND LEARN!

Treasurer:

- Make sure the Student Chapter's financial records are in order and present to Student Chapter Board on a regular basis.
- Keep track of expenses, fees, and donations received
- Maintain Student Chapter bank account; oversee all reimbursements from Student Chapter bank account.
- Initiate, coordinate, and monitor fundraising efforts of Student Chapter. Keep Student Chapter Board informed of progress
- Oversee any Fundraising committees
- HAVE FUN AND LEARN!

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Social and Service Chair:

- Oversee all service and social committees as necessary
- Provide meeting snacks and refreshments for all Student Chapter meetings
- Oversee Holiday Party committee
- Oversee End of Year Picnic committee
- Maintain positive and working relationships with service organizations in the Harrisonburg community
- Maintain positive and working relationship with other hospitality student organizations
- Organize any Capital Chapter visits as necessary
- HAVE FUN AND LEARN!

Executive Board Expectations:

- All Student Chapter Board members are required to attend every executive board meeting.
- All Student Chapter Board members are required to attend every Student Chapter meeting.
- At least 4 Student Chapter Board members must be in attendance at every event held.
- Members who cannot meet these expectations will be dealt with on case-by-case bases.

As part of your job requirements you will be expected to attend the following training session dates:

March X, 20XX (Time TBD)

March X, 20XX (Time TBD)

March X, 20XX (Time TBD)

March X, 20XX (6:30–7:30 pm)

Please answer the following questions to the best of your ability. Please type these answers out on a separate piece of paper and attach to your application. There is no word limit on your answers.

1) Why do you want to become the _____ of the Student Chapter?

2) Briefly describe what attributes or characteristics you believe you can provide for the position of choice.

Please drop applications off outside of Faculty Advisor's Office (Godwin 368) by 12 Noon on February X, 20XX. At this time, also sign up for an interview during the week of February X – X, 20XX.

_____ If chosen and accepted as the new executive board position, I understand that my term begins on April X of 20XX and ends at the finish of Spring semester 20XX.

Date: _____

Signature: _____

Printed Name: _____