

\_\_\_\_\_ University  
Student Chapter of PCMA

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## Application for President and Vice President

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Office Desired: \_\_\_\_\_

**Presidential Duties:**

- Set goals for Student Chapter
- Schedule, Plan, attend, and run Student Chapter meetings
- Appoint necessary Committees and Committee Leaders after consultation with Student Board
- Offers guidance to committees
- Update PCMA Headquarters with newsworthy information
- Work closely with Student Chapter Board to accomplish goals
- Maintain close contact with faculty advisor
- Continuously promote Student Chapter
- Create bond w/local PCMA Chapter and with local PCMA industry professionals
- Oversee all committees and monitor activities
- Conduct Board Meetings
- Work with incoming Student Chapter President and Board Members to ensure smooth transition yearly.
- HAVE FUN AND LEARN!

**Vice Presidential Duties:**

- Perform duties of Student Chapter President in case of President's absence
- Work with president to plan Student Chapter Meetings
- Work closely with Student Chapter committee chairs, assist in providing necessary guidance to committees
- Organize class and student organization visits yearly to discuss PCMA
- Oversee traditional JMU event participation.
- Perform role as Student Chapter Representative to the local PCMA Chapter and Headquarters
- Act as additional support to the Student Chapter Board members
- 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:

February X, 20XX (Time TBD)

February X, 20XX (6:30 – 7:30 pm)

March X, 20XX (6:30 – 7:30 pm)

March X, 20XX (Time TBD)

February X, 20XX (Time TBD)

March X, 20XX (Time TBD)

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**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 President/Vice President of the Student Chapter?
- 2) Briefly describe what attributes or characteristics you believe you can provide for the position of choice.
- 3) As part of your position, you will be required to lead a diverse group of students. Please describe how you see yourself leading this body of students, using examples if necessary.

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

\_\_\_\_\_ **If chosen and accepted as the new President/Vice President, I understand that my term begins on April X of 20XX and ends at the finish of Spring semester 20XX.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_