WANTED:
PHI THETA KAPPA OFFICERS

Requirements:  Phi Theta Kappa Membership

Hours:  Flexible

Pay:  An occasional pizza, a glass of pop

Qualifications:
- Enjoy people
- Relish personal growth
- Have a sense of humor and be flexible
- Like to communicate, especially on the phone
- Ability to laugh at self
- Hard worker

Benefits
- Officers develop spirit de corps while working together.
- Working closely with advisors.
- Opportunities to develop and use planning, leadership, and organizational skills.
- Opportunities for personal recognition and building self-confidence.
- Opportunities to support and participate in programs at MCC and in the community.
- Opportunities for travel.
- Opportunities to earn credit while doing something you enjoy doing.
- Forming close relationships.

Challenges
- Tolerating each other’s idiosyncrasies.
- Feeling panic and uncertainty at facing new tasks.
- Keeping perspective and ego “in check”.
- Wanting to do it all with only 24 hours in a day.
- Coping with unforeseen events that keep someone from top performance or following through on an assignment.
- Figuring out how to do it.
- Looking for the goodness in everyone.

If you are interested in a position, see the enclosed officer application.

~ Please mail your completed application to the above address or return to the Phi Theta Kappa Office, Building 3-133 ~

The DEADLINE TO APPLY is April 6, 2009.
NAME: ____________________________________________________________________________

ADDRESS: ____________________________________________________________________________

City    State    Zip

HOME PHONE: ____________________________________________________________________________

I.D. NUMBER: ____________________________________________________________________________

E-MAIL ADDRESS: ____________________________________________________________________________

POSITION APPLYING FOR:  PRESIDENT  VICE PRESIDENT  TEAM ____________________________

Requirements

• To serve for a least one full term in office.
• Serve two office hours per week.
• To attend all officer meetings.
• To attend all officer training workshops.
• To serve as a leader to develop leadership skills and function as team leader as part of the greater whole of Phi Theta Kappa. (Vice-Pres. or Co Vice-Pres. of teams).
• To attend at least one Regional Phi Theta Kappa Conference or event.
• To support all chapter events.
• To support and sustain both International and Local Phi Theta Kappa mission and purpose.
• To serve with honor and contribute in positive ways to the overall environment of this society.

Essay Requirements

Please attach (to this application) a 100-word essay answering the following questions.

1. Why are you interested in this position?
2. What are your expectations for serving in this position? (Please address areas such as time commitments, goals, and responsibilities.)
3. What contributions do you feel you could make in this position?
4. What experiences have you had that you feel will help you fulfill your responsibilities as an officer of Phi Theta Kappa?

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ALPHA THETA IOTA
OFFICER POSITIONS AND RESPONSIBILITIES

PRESIDENT
Shall preside over all business meetings; appoint and establish any necessary committees; vote only in case of a tie; serve as an ex-officio member on all committees; present business to the organization; represent the organization at all times; develop goals for the chapter with the help of the advisor and the other officers.

VICE PRESIDENTS

Scholarship Team
Responsible for the chapter's implementation of Honors Study Topic and faculty and student recognition programs. The Scholarship Team may also provide information to members regarding scholarship opportunities and overseeing the facilitation of any chapter-sponsored scholarships.

Leadership Team
Responsible for the coordination of officer elections. This includes ensuring proper procedures are followed in the next officer election as well as planning officer training. The team may also be responsible for planning any chapter-sponsored leadership activities for the chapter, campus, and/or community.

Fellowship Team
Responsible for overseeing implementing the chapter's social activities, arranging fellowship meetings with other chapters, and coordinating travel to official Phi Theta Kappa functions with advisor's supervision. The team maintains relationships with other organizations and faculty on campus and forges ties with the community surrounding the college.

Service Team
Responsible for overseeing implementing of the Society's International Service Program and any other selected service activities. The team maintains a liaison with the appropriate college and community officials to facilitate all chapter service projects on campus and in the community.

Membership Team
Assists the chapter advisor in inviting students who are eligible for Phi Theta Kappa membership, supervising orientation, and induction of new members, and contacting members about meetings and chapter activities. The Membership Team may also be responsible for overseeing meetings for night students or others who cannot attend regular meetings.

Recording Secretary
Responsible for the minutes of the meetings; read minutes of the meetings; maintain records of the meetings; maintain a file of chapter correspondence; serve on the committee that prepares the Chapter Annual Report submitted to Headquarters; notify chapter member(s) whose grade point average falls below the minimum standard established by the chapter with advisor's approval; place all records in the official record book at the end of each academic year.

Historian / Yearbook Production
Attend all functions, events and projects in an effort to develop a historical record of what the chapter has been involved in and accomplished.

Five-Star Development
Develop a time-line of the chapter's events, projects, and functions. Keep track of and report the progress of the chapter's progress toward the Five-Star goal. Submit required paperwork to Regional and International Headquarters.

Public Relations Coordinator
Keep a full record of the chapter functions; send press releases, whenever necessary, to all area newspapers; send news report forms to the Regional Coordinator and/or regional newsletter editor; develop a chapter newsletter to be distributed to faculty, staff, administration, and members.