

# Phi Theta Kappa – Rho Gamma Chapter Officer Application Packet **2020 - 2021**

## PHI THETA KAPPA RHO GAMMA SELECTION PROCESS:

1. Read the entire packet about the Rho Gamma positions. Review the position descriptions for the office you are seeking.
2. Complete the application and indicate the position you are seeking.
3. Complete a 250 word or less essay answering the questions outlined on the application.
4. Submit your application, in full by 5:00pm March 27, 2020 via email to [mgoonan@cc.rcsj.edu](mailto:mgoonan@cc.rcsj.edu).  
**Only completed applications will be considered for these positions.**
5. Members can self-nominate for any officer position. Candidate names and their essays will be made public on the RCSJ-Cumberland PTK website, by April 10, 2020. Election of officers will take place April 20-24, 2020. Winners will be announced by May 1, 2020.

NAME: \_\_\_\_\_ Student A#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

FT/PT Student: \_\_\_\_\_ Number of credit hours each semester: \_\_\_\_\_ GPA: \_\_\_\_\_

RCSJ email address: \_\_\_\_\_

Officer Position Applied For: \_\_\_\_\_

### **Essay Questions:**

All applicants must include a 250 word or less essay that includes answering the following questions:

1. Why do you want to be a Phi Theta Kappa Officer?
2. List some of your strengths and provide an example when these strengths were put to use.
3. Describe how a student leadership position contributes to your educational goals.
4. What leadership qualities will you bring to a student leadership position?

### **Essay to be completed on the next page**

I understand I must be a member in good standing of the Rho Gamma Chapter of Phi Theta Kappa.

I understand I must be enrolled at least 6 credits/semester and maintain a GPA of 3.25 or greater

I commit to being the chapter's representative to the college community.

I will participate in officer and member meetings, trainings, and events.

I hereby certify all statements and answers in this application are accurate to the best of my knowledge. I further understand that any false statements or omissions will be cause for the termination of my application. I also understand by signing this application, I am giving permission to access my academic and discipline records.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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### CHAPTER OFFICER ROLES & RESPONSIBILITIES

#### ***Chapter President***

- preside over all business meetings.
- appoints and establish any necessary committees.
- serve as an ex-officio member on all committees.
- lead chapter officers' team in developing chapter goals and programs for the year.
- represent the chapter at any college or regional functions, meetings, committees and/or Hallmark activities.
- appoint a committee to review and/or revise the chapter's Bylaws annually.
- assist in the recruitment of members for the Hallmark's essay writing team.
- work with Chapter Advisor(s) and Vice President of Leadership in coordinating annual officers' elections.
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- work with Vice President of Communications on submission of chapter activities and Five-Star Chapter Updates.
- vote only in case of a tie.
- assist the Chapter Advisor(s) in preparing the Annual Report to be sent to PTK Headquarters each spring.

#### ***Executive Vice-President***

- perform all duties of the president in the event of his/her absence.
- take roll at the meetings.
- coordinate all committees.
- lead the committee reviewing the chapter By-laws and assist with the annual report.
- act as primary support to Hallmarks Vice Presidents in planning and implementing the chapter's Hallmarks activities and Service Project, including coordinating the chapter's annual participation in the Middle States and International Hallmarks programs.
- assists in the recruitment of members for the Hallmarks writing team.

#### ***Vice-President of Scholarship.***

- oversees chapter activities related to the Honors Study Topic and Honors Seminars.
- is the co-chair of the Induction Committee and participates in the planning of each induction ceremony.
- assists in the recruitment of members for the Hallmarks writing team.

#### ***Vice-President of Service***

- oversees and coordinates Chapter's implementation of International Service Project, the College Project, RCSJ service-related activities, and other community assistance projects the chapter may decide on.
- assists in the recruitment of members for the Hallmarks writing team.

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### ***Vice-President of Communication***

- through various means coordinate and engineer the Chapter's timely communications to the membership, the College community, the Middle States Region and PTK.
- coordinate and or delegate members' contribution in developing content for the chapter's website, social media accounts, bulletin board, work with the College's Public Relations Office in requesting press releases whenever possible to the area's electronic and print media.
- assists in the submission of chapter activities and Five-Star Chapter Update Forms

### ***Vice-President of Leadership***

- oversees Chapter's Leadership Hallmark activities.
- is the liaison to the RCSJ administration and the Student Government Association (SGA).
- works with the Chapter Advisor and Vice President of Membership in coordinating new member orientations.
- is co-chair of the Induction Committee and participates in the planning of each induction ceremony.
- works with Chapter Advisor in coordinating annual officers' elections.
- assists in the recruitment of members for the Hallmarks writing team

### ***Vice-President of Membership***

- assists Chapter Advisor(s) in managing eligibility lists.
- works with Vice President of Leadership and Chapter Advisor(s) in scheduling prospective new member orientations.
- is co-chair of the Induction Committee and participates in the planning of each induction ceremony.
- coordinates collection on new provisional members' applications.
- assists Hallmark Vice Presidents and others on officers' team in recruiting members for various chapter projects.
- assists in the recruitment of members for the Hallmarks essay writing team.

### ***Secretary***

- take and read the minutes of meetings.
- distribute electronic-copies of each meeting's minutes to chapter officers and Advisor(s).
- make minutes available to the membership via the chapter's website and/or any other means of dissemination.
- maintain records of the meetings and chapter functions
- prepare and maintain the chapter scrapbook for regional, state, and International meetings and conventions.
- maintain a file of Chapter Correspondence.
- notify members to be placed on academic probation.
- keeps a permanent record of all by-laws on file in the Rho Gamma Chapter office.
- assist the Chapter Advisor(s) in preparing the Annual Report to be sent to PTK Headquarters each spring.