



Alpha Epsilon Omega

Chapter of

Phi Theta Kappa

ANNOUNCES

OPEN CALL FOR

2009-2010 OFFICERS

President
Vice President of Scholarship
Vice President of Service
Vice President of Fellowship
Technology Officer

GENERAL INFORMATION

Candidate Filing Period April 27, 2009 – May 8, 2009

Results Posted May 21, 2009, at General Meeting

Please fill out the application form and essay and deliver to Melissa Grinley by May 8. Her office is located in the Instruction Building, Math, Sciences and Social Sciences Division.

All applicants will be contacted regarding their application by May 12. Please direct any questions to:

Chapter Advisor Melissa Grinley

Email: mgrinley@sccd.ctc.edu

Phone: (206) 526-7017

Chapter President Vivian Chen

Email: aeo.ptk.president@gmail.com

IMPORTANT!

New officers commit to a full year of service, running from June 01, 2009 – May 31, 2010.

Alpha Epsilon Omega officers must be Phi Theta Kappa members and planning to attend North Seattle Community College in fall, winter, and spring quarters of the 2009-2010 academic year.

Officer travel to regional conferences is all expense paid and occurs in Fall, Winter, and Summer quarters on weekends. The International conference is a trip (which may be funded based on budget) that occurs during Spring quarter.

The chapter covers the costs of attendance for the conferences; however, if you make a commitment to attend and something comes up before the conference, you will be required to pay any non-refundable costs. If you commit to attend and don't show up, you will be required to pay back the entire cost of the conference.

OFFICER DUTIES:

We have included a list of officer role descriptions to provide an inside perspective for officer candidates as to the types of roles and responsibilities associated with being a successful officer team with Phi Theta Kappa. This is not an exhaustive list and each new officer team will adjust as needed to suit their requirements. Also, please do not be intimidated by some of the duties below—if you don't have experience leading-this is a great time to get it!

This summer, the new officer team will have a training session, and you will be guided through the world of Phi Theta Kappa. The new officer team will work together to set their chapter goals.

GENERAL OFFICER DUTIES:

- Act as mentor for incoming members.
- Adhere to the Phi Theta Kappa Constitution.
- Attendance at all general and officer meetings.
- Assist with development and promotion of Chapter Program.
- Attend at least two new member orientations per year.
- Attend at least two induction ceremonies (Spring Induction ceremony is required for all officers).
- Assist with writing Hallmark Award Essays (December-January).
- Participate in new officer training session (June).
- Maintain communication among with other members of the Board.
- Report out after each project and/or event with information through planning, attending, and impact of the chapter's participation.

PRESIDENT

- Set general meeting and officer meeting dates (the dates should be set at the beginning of the chapter year and added to the website).
- Coordinate chapter officer participation at regional and international conventions.
- Coordinate Hallmark Essay process and submit final entries to headquarters by deadline.
- Work with outgoing/incoming President to coordinate New Officer Training; to include goal writing session.
- Work with the advisor(s) to monitor financial activity from chapter projects to ensure the chapter stays within approved budget. This includes maintaining simple chapter finance budget.
- Work with the advisor(s) to complete the North Seattle Community College Budget Funding request for future chapter funding.
- Coordinate and organize Induction Ceremonies (Fall, Winter, Spring).

VICE PRESIDENT OF SCHOLARSHIP

- Verifies the Chapter Program meets the requirements for the designated Five Star goal.
- Updates the Five Star Checklist and ensures President or Advisor submit update forms to Headquarters by deadline (April 30, September 30, November 30, February 1).

- Coordinate scholarship components of program events/activities.
- Coordinate the Honors Satellite Seminar series when included in chapter program.
- Work to host at least one honors study topic activity for the chapter and student body at large (may invite local chapters/high school students).
- Advertise scholarship opportunities.
- Monitor the activity/service journal – ensure officer team maintains accurate and timely updates.

VICE PRESIDENT OF SERVICE

- Coordinate service components of program events/activities.
- Coordinate the annual College Project with the Vice President of Scholarship.
- Promotes volunteerism and community service from members, officers, and the community.
- Liaise with the Sustainability Club on campus to participate in Earth Week service activity.

VICE PRESIDENT OF FELLOWSHIP

- Provide monthly updates to SAC on chapter activities (send update to Student Programs Coordinator).
- Work to build relationships with other student-led organizations on campus.
- Maintain the chapter bulletin board located on the ground floor of the College Center.
- Maintain basic member data and send e-mail communications (ListServ) as needed.
- Produce a newsletter, minimum one edition per quarter, from material collected by officer team: report outs from completed activities, upcoming events (Phi Theta Kappa and campus), spotlight on member successes, photos, etc (Recommended schedule: 11/01, 01/01, 03/01, 05/01).
- Provide the Greater Northwest Regional Officer Team Liaison, Vice President of District I, with updates on chapter activities.
- Send out Thank You letters as necessary.
- Record minutes for chapter meetings and send out to Executive Board for revisions
- Compile the agenda prior to meetings based on reports and/or announcements officers plan on discussing.

TECHNOLOGY OFFICER

- Maintain chapter website
- Consult with Campus Computer Services on any upgrades or changes needed for the website.
- Upload data to website as needed (satellite seminars, archived minutes, newsletters, photos, etc).
- Focus on technology requests for chapter activities/events (live broadcasts, microphones, etc).
- Suggest and implement improvements for website and other chapter technology opportunities.
- Work with advisor(s) to propose use of Universal Technology Fee (UTF) monies.
- Assist with taking photographs or video at chapter events when possible.

OFFICER APPLICATION

Name: _____

Telephone Number: _____

Email Address: _____

Major/Course of Study: _____ Cumulative GPA: _____

Will you be attending NSCC during fall, winter and spring quarters in 2009-2010? _____

Number of credits you plan to take each quarter: _____ Anticipated Graduation Date: _____

Phi Theta Kappa Position(s) of Interest: _____
(Indicate all positions you are interested in; please rank them in order of preference)

Commitment: Are you willing and able to:

- Serve as an officer for the full 2008-2009 academic year? _____
- During the summer, meet for an officer planning session? _____
(on a Saturday, based on availability of Leadership team)
- Attend the Phi Theta Kappa Summer Regional Conference (August 1-2)? _____
- During the 2009-2010 school year, meet one time each week for a regular Membership meeting? _____
(Dates and times will be dependent of Leadership Team availability)
- During the 2009-2010 school year, meet twice a month for an Executive Board meeting? _____
(Dates and times will be dependent of Leadership Team availability)



Please answer the following questions (using a separate piece of paper).

1. Why are you interested in this position, and why do you want to serve as an officer in Phi Theta Kappa?
2. What skills or abilities do you bring to this position(s) that are applicable?
3. What would be your goals and aspirations for next year's chapter?

Note: The 2008-2010 Honors Topic will be "The Paradox of Affluence: Choices, Challenges and Consequences". What topics or programs should our chapter use to promote this Honors Topic?