**PRSSA Kent President Application**

**Completed applications should be e-mailed to PRSSA Kent President Jada Miles at jmiles16@kent.edu no later than Friday, April 2 at 11:59 p.m.**

**A) President.** The duties of the President shall include, but not be limited to: All duties as cited in the PRSSA Chapter Handbook; keep current on university regulations governing organizations; collect weekly updates from officers and committee chairs; organize status report; meet with adviser Professor Michele Ewing once a week to discuss upcoming events, projects, concerns; consult with PRSSA Professional Adviser each semester; hold a Darrow Committee retreat once a semester to develop a strategic plan for chapter; establish organization’s objectives and goals (set deadline and delegate responsibilities; evaluate and refine plan monthly); preside over Darrow Committee meetings; monitor the timely distribution of meeting minutes compiled by Secretary; preside over general chapter meetings (work with VP of Professional Relations to draft and approve agenda; coordinate meeting room with Scheduling Office; reserve room that can hold 50-60 people for every Wednesday at 7:30 p.m.; welcome attendees, announcements); organize committees at the beginning of the semester (motivate members to join committees by conveying the opportunity to refine PR skills, earn points toward conference and enhance time management skills; see that meetings are routinely held and obtain reports from committee chair each month; meetings can be held as scheduled by each committee chair); assist Treasurer with requests for funding; initiate communications with PRSA chapters in Akron and Cleveland; coordinate Chapter participation in local and regional leadership conferences, submit paperwork and registration, and organize logistics; preside over officer transition to assure procedure is followed strictly; delegate responsibilities if an officer resigns or forfeits position; collaborate with other elected officers to collect materials for the University CSI award entries, due in early March; national PRSSA Teahan award entry, due at the beginning of June; attend PRSSA National Leadership Rally in June, if possible (flight covered by PRSSA Kent, registration by PRSSA National); obtain guidance from faculty adviser and professional adviser; encourage communication and teamwork; attend at least one PRSA Akron/Cleveland professional meeting each year; write at least one post for the chapter blog.

NOTE: Any member interested in serving as the President must have been an officer before running for this position.

No handwritten applications. Please type your answers

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

Phone Number: **\_**\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Standing:          Freshman Sophomore                 Junior          Senior

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a dues-paid PRSSA member? YES/ NO **\*Note: You must be a member to run**

How long have you been an official member? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you read through the PRSSA Kent bylaws? YES / NO

Have you spoken with the person who currently holds the intended position? YES / NO

What skills, experience and knowledge could you contribute to PRSSA?

Why do you qualify for the position(s)?

If you’ve been involved in PRSSA activities in the past, please briefly highlight your contribution:

How much time can you devote each week to PRSSA activities during:

\_\_\_\_ /per week

**I agree to and understand that by becoming a PRSSA Kent officer I am required to attend all executive board and general meetings. I also understand that being a PRSSA Kent officer does not mean that I am able to bypass the application process to be chosen to attend the PRSSA National Conference or any other PRSSA/PRSA events.**

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (type name here for signature)**