

PRSSA Kent Secretary Application

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

F) Secretary. The duties of the Secretary shall include, but not be limited to: Attend any leadership seminars or caucus that may reflect on the betterment of the chapter; record minutes of all Darrow Committee meetings and handle the appropriate distribution of minutes and posting them to the PRSSA Kent Wiggio site; draft a summary to include in weekly e-newsletter; make sure all permanent documents are recorded and kept in order for files including updates of the local and national handbook (organize files on the Google Drive); create and maintain an updated and accurate record of chapter minutes, photographs, anniversaries, news clippings and other information to record chapter's history and accomplishments; notify PRSSA headquarters and sponsoring PRSA chapters of changes in chapter officers and advisors; obtain up-to-date directories from sponsoring PRSA chapters, district and national directories; handle all chapter in-house correspondence; take attendance at each general and Darrow meetings; keep track of the attendance/participation point system and post updates; create name tags for all PRSSA Kent members and host welcome table at all general meetings; proofread all content for the chapter's various publications, including the chapter website, blog, e-newsletter, and promotional materials; proofread all items submitted to PRSSA National, including award submissions, bids to present Chapter Development Sessions, and Chapter News submissions; assist the Web and Social Media Manager in developing a content calendar and managing the Web and Social Media Content Creation Committee; assist the VP of Publications in identifying opportunities to promote the chapter; attend at least one PRSA Akron/Cleveland professional meeting each year; write at least one post for the chapter blog.

NOTE: This position is a semester long 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)