

PRSSA Kent Treasurer 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.

G) Treasurer. The duties of the Treasurer shall include, but not be limited to: Attend any leadership seminars or caucus that may reflect on the betterment of the chapter; provide monthly financial reports to the Darrow Committee; assist VP of Membership with the collection of chapter and national dues at the times specified in the PRSSA National and Chapter bylaws; with the assistance of the Chapter President and VP of Membership, completely and accurately prepare the PRSSA membership form that accompanies national dues when forwarded to PRSSA headquarters; coordinate PRSSA Kent's trip to National Conference, which includes funding (USG allocations presentation, Dennis Eckart applications, divide receipts for reimbursement), hotel registration and flights; provide safekeeping for all chapter funds and keep accurate financial records of all campus and external accounts held by this chapter (including petty cash for general meeting food and beverages, speaker gifts, etc.); attend with the Vice President of Fundraising any required meetings by university regulations for obtaining funds from undergraduate senate or any relating university disbursement of funds committees; serve as an active member of all fundraising committees (Homecoming, YouToo, etc.); collect fees for any chapter special events and fundraisers; disperse chapter funds with approval of the Faculty Adviser and/or Darrow Committee or Treasurer's authorization determined by the Darrow Committee; work with the Chapter President and Vice President of Fundraising in preparing the annual budget; assist any committee, as necessary; attend at least one PRSA Akron/Cleveland professional meeting each year; write at least one post for the chapter blog.

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)