**PRSSA Kent Treasurer Application**

**Completed applications should be e-mailed to PRSSA Kent President Sophia Iannelli at siannell****@kent.edu** **no later than Wednesday, April 1 at 11:59 p.m.**

**\*\*Nominees must prepare a platform that demonstrates their capabilities of fulfilling the position that will be published on the ballot during elections.**

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.

Applications for a single semester term will be considered for fall graduating members.

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

**Platform to be published on ballot (no longer than 200 words):**

**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)**