**PRSSA Kent Chapter Account Executive Application**

**Completed applications should be e-mailed to current PRSSA Kent President Kayla Polansky at kpolans2@kent.edu no later than Monday, April 10th at 11:59 p.m.**

1. **Chapter Account Executive.** The duties of the Chapter Account Executive 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; make sure all permanent documents are recorded and kept in order for files including updates of the local and national handbook; 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; Work collaboratively with the VP of Communications on e-newsletter edits and revisions. Including design recommendations, proofreading written pieces, and providing any feedback. The Chapter Account Executive is responsible for communicating finalized revisions of the e-newsletter to the Chapter Faculty Advisor; proofread all items submitted to PRSSA National, including award submissions, bid to present Chapter Development Sessions, and Chapter News submissions; attend at least one PRSA Akron/Cleveland professional meeting each year; write at least one post for the chapter blog. Work with Chapter President tocoordinate 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 Chapter Account Executive’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

NOTE: This position requires sophomore standing and having completed Writing Across Platforms

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)**