Upsilon Pi Chapter of Phi Theta Kappa

2023-2024 Officer Candidate Form

DEADLINE: Return completed form to PTK Advisor Dr. Adrienne Barkley Giffin at [adrienne.barkley@jalc.edu](mailto:adrienne.barkley@jalc.edu) by on or before Tuesday, April 18, 2023.

ELECTION: Chapter meeting on Monday, May 1 at 5:30pm in B48

**RESTRICTIONS:** Candidates must be full members (not provisional), have at least a 3.0 cumulative GPA, and be currently enrolled in at least 3 credit hours.

CANDIDATE INFORMATION

* Name: Click or tap here to enter text.
* Student ID number: Click or tap here to enter text.
* Email Address (that you check daily): Click or tap here to enter text.
* Phone number (mobile preferred): Click or tap here to enter text.
* Your current cumulative GPA: Click or tap here to enter text.
* Number of credit hours you’re enrolled in this semester: Click or tap here to enter text.

Check here if you commit to being available for chapter meetings every week in fall and spring semesters (will be scheduled at a time when all officers can attend)

Check here if you commit to attending monthly officer meetings in the fall and spring semesters (dates to be based on officers’ availability).

Check here after you’ve read the duties required of the officer team and your office. Running for office indicates you commit to fulfilling these duties.

Indicate the position for which you are running:

**President**:

Check here (President only) if you commit to meeting at least 1 hour per week in fall and spring semesters with the Chapter Advisor

**Vice President**

**Secretary**

**Treasurer**

**OFFICER RESPONSIBILITIES**

**Officer Team (all officers working together with chapter advisor)**

* Establish Chapter goals
* Lead the Chapter in achieving 5-star Chapter status
* Participate actively in Honors in Action, College Project, service projects, and fundraisers
* Plan and implement new member orientations and induction ceremonies
* Actively recruit members
* Learn about Phi Theta Kappa’s member benefits
* Participate in PTK Edge programs and PTK Connect
* Make a strong effort to attend:
  + Illinois Regional Convention & Honors Institute on June 2-4, 2023 at Parkland College, Champaign, IL
  + Illinois Regional Leadership Conference on October 6-8, 2023 at Lincoln Trail College in Robinson, IL
  + PTK Catalyst International Convention on April 3-7 in Orlando, FL
  + Illinois Regional Convention & Honors Institute on May 31-June 2, 2024 (location TBA)

**President**

* Be the Chapter’s spokesperson and represent the Chapter at all events
* Prepare meeting agendas and preside over Chapter and officer meetings
* Work with Chapter Advisor and officer team to establish project timelines
* Oversee Chapter projects
* Appoint and establish any necessary chairpersons, representatives, or committees
* Appoint new officers if vacancies occur
* Vote only in the case of a tie

**Vice President**

* Perform duties of the President in the event of his/her absence
* Lead the Chapter’s member recruitment efforts
* Preside over new member orientations
* Lead the Chapter’s efforts to engage members in Chapter projects and activities

**Secretary**

* Document minutes (notes) of Chapter meetings and send to Chapter Advisor no later than three days after each meeting
* Maintain a historical record of Chapter activities and events (yearbook)
* Oversee development and updating of Chapter bulletin board and online public relations tools (social media, D2L, etc.)
* Ensure photographs are taken of Chapter activities, events, and projects

**Treasurer**

* Lead the Chapter’s fundraising efforts
* Report Chapter finances to Chapter membership
* Work with Chapter Advisor to maintain financial records
* Assist Chapter Advisor and President with budget management