



Junior Beta Club

There are six officer positions in our Chapter of the Junior Beta Club: **President, Vice President, Secretary, Treasurer and two Members-at-Large.**

President: The president will be responsible for conducting monthly meetings and performing any other leadership responsibilities requested of him/her throughout the year by the Beta Advisor and Principals. He/She will work with the Vice President to promote club service projects.

Vice President: The vice president will work to develop service projects of interest to the majority of members. The projects should be of value to the Beta Club membership or entire school or the community.

Secretary: The secretary should be detail-oriented and willing to keep excellent records of membership along with detailed notes from monthly meetings. These notes will be kept organized in a notebook and returned to the club advisor at the end of the year as a record of activities for the year. He/She will also take pictures for our notebook, our webpage and the National Beta organization. This person should also be willing to write thank-you notes to adults and organizations that assist the Beta Club during the term of office.

Treasurer: The treasurer will be responsible for reporting the balances in the club account periodically throughout the year. This person will also be responsible for collecting service project logs. He/She will tally the information to determine eligibility for club membership the following school year. The treasurer will also work closely with the school bookkeeper by filling out paper work and turning over funds for any money raised by Junior Beta.

Member-at-Large: There are two members-at-large. This position requires someone who can help carry out any of the work necessary to keep the club running smoothly. You must be able to work well with all of the officers as you will be assisting them with any special projects or requests.

All officers should be willing and able to occasionally meet before or after school to plan club activities. This is usually no more than once a month.



Applications must be turned in to Mrs. Shirkey by 4:30 pm, Friday, May 3.



Officer Application 2013-2014

Student Name: _____ Phone #: _____

Parents' Email Address: _____

Please answer the following questions on a separate sheet of paper in paragraph form, and attach the answers to this application. Answers may be typed or hand-written.

All applicants must answer these two questions.

1. What officer position are you applying for in Junior Beta Club? Why do you want to hold this position in Beta Club?
2. What qualities do you have which make you the best candidate for the position you are applying for?

Answer these questions only if you are running for President or Vice President.

3. What leadership experience have you had, or if you have had no leadership experience, what would make you a good leader?
4. Do you enjoy public speaking? Describe how you would run the meetings to ensure they are productive and that members are attentive.
5. What would you do if members had difficulty agreeing on a decision which needed to be made?

If you are running for President or Vice President, you must deliver a 1 or 2 minute speech describing who you are, your leadership skills, what makes you the best candidate for the position and what specific ideas you have to make VCMS's Beta club the best in the areas of service, leadership and scholarship! Speech can be done before school between 8:15 – 8:45 or after school between 4:15 – 4:45 in Mrs. Shirkey's room. Speech must be presented before Friday, May 3.

Answer these questions only if you are applying for the position of Secretary.

6. What ideas do you have to create a Junior Beta scrapbook that would showcase our accomplishments throughout the year?
7. Since a Secretary is responsible for maintaining records of what has been discussed, what has been decided, and keeping a notebook with all handouts which have been distributed at meetings, what skills do you possess which would ensure that our written records are being accurately maintained, and can be accessed at any time?

Answer this question only if you are applying for the position of Treasurer.

8. The Treasurer is responsible for maintaining records of our club's money. What skills do you possess which would ensure that our written records are being accurately maintained, and can be accessed at any time?

Answer this question only if you are applying for the position of Member-at-Large.

9. The Member-at-Large must be flexible, willing to pitch in and do whatever it takes to carry out club activities. Explain the personality and skills you have to get the job done and work with others.

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