

## Beta Club Officer Application

Type up a brief statement letting members know who you are, what office you are running for, and why you think you would do a good job. Email the statement to [robert.hodges@ucps.k12.nc.us](mailto:robert.hodges@ucps.k12.nc.us) by Wednesday, February 27th. Elections will be Wednesday, March 6th.

### **Responsibilities of Officers:**

Each officer is to uphold all club regulations and are required to attend officer meetings in addition to monthly club meetings. All officers are required to participate in yearly induction ceremonies. In addition, each officer is to generate one service opportunity each semester to be offered to all club members.

**President:** Run all meetings, create agenda for monthly meetings (approved in advance by club advisor), organize contacts and arrangements for service projects as requested by advisors, maintain communications (Googlesite/Twitter/Remind101) with club members, perform other duties as requested by advisor(s). In addition, the president will make a brief speech at the Beta Club induction ceremonies.

**Vice President:** Take attendance at all meetings, keep advisors aware of attendance, act in the place of the president in their absence from meetings, activities, and duties, serve as general assistant to the president and assist other officers as needed.

**Secretary:** Keep records of member participation in service projects, keep advisors aware of participation, take notes at meetings, maintain service hour announcements and forms, maintain general records and correspondence (as assigned by advisor) and assist other officers as needed.

**Historian:** Maintain visual records (photos) of service projects and club activities; in conjunction with secretary, prepare publications for school and local news, yearbook and website, assist other officers as needed. Maintain visual records (photos) of service projects and club activities; in conjunction with secretary, prepare publications

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Student email address

\_\_\_\_\_  
Grade Level: \_\_\_\_\_

\_\_\_\_\_  
Cumulative un-weighted G.P.A. on 4.0 scale \_\_\_\_\_

\_\_\_\_\_  
Guidance Office Verification

Office you are seeking (circle one): President, Vice President, Secretary, Historian

Current Teacher recommendation:

1<sup>st</sup> \_\_\_\_\_ ( ) recommend ( ) do not recommend

Teacher Signature

Comments: \_\_\_\_\_

2<sup>nd</sup>

\_\_\_\_\_ ( ) recommend ( ) do not recommend

Teacher Signature

Comments: \_\_\_\_\_

3<sup>rd</sup>

\_\_\_\_\_ ( ) recommend ( ) do not recommend

Teacher Signature

Comments: \_\_\_\_\_

4<sup>th</sup>

\_\_\_\_\_ ( ) recommend ( ) do not recommend

Teacher Signature

Comments: \_\_\_\_\_