



PHI THETA KAPPA
HONOR SOCIETY

Alpha Beta Chi Chapter

Dear Alpha Beta Chi Chapter Member:

Congratulations! You have some amazing and unique opportunities ahead of you. We invite you to apply to take a leadership role in the chapter for the 2013-2014 academic year.

First, you can apply for a position on our officer team (President, Vice-President, Secretary, Treasurer, Public Relations and Media Officer, Hallmarks or Membership Officer). You can also apply to be the liaison for your campus (Downtown, West, Northwest, East, Community, or Desert Vista). On the application below, you will see that there is a place for you to explain the experience and skills that you will bring to your team.

You will turn in a copy of the application and an unofficial transcript, to:

Ms. Miranda Schubert
Email mschubert@pima.edu

Ms. Schubert will verify that you are a chapter member in good standing, and then pass the application along to the executive board for review.

2014-2015 Officer / Liaison Application Packet

Requirements: In order to be a candidate for a position on the 2013-2014 Alpha Beta Chi officer or liaison teams, a candidate must:

1. Be a member in good standing with a 3.5 grade point average.
2. Be enrolled in a minimum of six credit hours for Fall 2013 and Spring 2014
3. Not have resigned from any position on this or a prior officer team.
4. Abide by all of the stipulations listed under the Officer Duties section for the position for which the candidate applies.

Please return this packet, along with a copy of your unofficial transcript, to Ms. Schubert



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2013-2014 Officer Duties

Officer Team Duties

President:

- A. Preside over chapter Business Meetings,
- B. Create the agenda for Business Meetings.
- C. Work with the chapter advisor(s) to schedule a meeting of the Officer Team and the College President at least once per academic year to discuss chapter goals, and the implementation of a college project
- D. Work with chapter advisors to schedule and plan the chapter Leadership Development Symposium.
- E. Assist other officers in the fulfillment of their duties, and help as needed.
- F. Establish and appoint necessary committees with the approval of the Officer Team.
- G. Serve as an ex-officio member on all committees.
- H. Vote only in the case of a tie, with the exception of removal proceedings.
- I. Be responsible for helping to plan chapter activities.
- J. Be responsible for working the Public Relations officer and members to publicize chapter events and get members to participate in chapter projects.
- K. Appoint a committee to review the Alpha Beta Chi chapter's Bylaws as needed, and suggest revisions if found necessary.
- L. Work with the Contact Advisor to report new officers to Phi Theta Kappa Headquarters.
- M. Work with the Contact Advisor to complete the Five Star update form for the Five Star program and submit it to the international office per established dates.
- N. Be responsible for such duties and powers as may be assigned by the chapter advisor or general membership.
- O. With the treasurer, prepare a budget each year.

Vice-President:

- A. Temporarily act in the place of the president in the case of his/her absence or incapacity, or during meetings, while a motion affecting the president is being discussed. When acting in the place of the president, the Vice President shall have all the powers, privileges, duties, and responsibilities of the president's office.
- B. Be responsible for implementing and promoting "Leadership Development Programs" for chapter leaders and chapter members.
- C. Be responsible for planning "Personal Leadership Development" activities for the benefit of chapter leaders.
- D. Assist other officers in the fulfillment of their duties, and help when and where needed.
- E. Assist the Treasurer in fundraising activities for the chapter.
- F. Will succeed to the President if there becomes a vacancy in the Presidency.



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Secretary:

- A. Be responsible for taking, filing, and posting minutes and attendance of all business and planning meetings, and keeping copies in a notebook that is carried to each business and planning meeting.
- B. Be available to help create agendas for meetings
- C. Share responsibility with Public Relations Officer in documenting chapter functions in print, photography, and video.
- D. Assist Chapter President with daily duties including planning for meetings.
- E. Create and maintain a database of the current, provisional, and alumni members of the chapter from which to draw a mailing and telephone list.

Treasurer:

- A. Preside over the Finances committee.
- B. Establish a system to keep accurate financial records of chapter activities.
- C. Keep chapter accounting up to date.
- D. Prepare a monthly financial report to be given at each Business Meeting.
- E. Prepare a year-end financial report that rectifies with the club agency account maintained by the District fiscal analyst who handles club accounts.
- F. Assist officers in preparing financial request portions of their proposals.
- G. Work with an advisor to oversee chapter finances to ensure all necessary paperwork is completed for monetary disbursements.
- H. Oversee all fundraising efforts of the chapter including the silent auctions.
- I. Ensure the chapter has sufficient funds to financially support all submitted funding proposals.

Public Relations Responsibilities

- A. Serve as point of contact for the Liaison Team
- B. Work closely with the Liaison Team regarding public relations at the campuses
- C. Be responsible for communicating information to campus and local newspapers by creating press releases (i.e. sandwich boards, flyers, pamphlets, mass e-mails, etc.).
- D. Be responsible for overseeing the creation and design of the chapter web page with the approval of an Advisor.
- E. Maintain contact with our sister chapter(s).
- F. Responsible for communication with the student body and chapter members via the chapter web site, social media, email, and texting.
- G. Be responsible for creating and posting the chapter newsletter on the chapter web site.
- H. Work in cooperation with the Liaison Team for planning the chapter Founder's Day celebration.



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I. Share responsibility with the Chapter Secretary in documenting chapter functions in print, photography, and video

Membership Recruitment Officer

- A. Preside over the membership committee.
- B. Be responsible for planning the membership campaign each semester.
- C. Be responsible for planning, scheduling and conducting new member orientations each semester.
- D. Design and/or implement an enhanced membership program.
- E. Secure proper awards for the enhanced membership program.
- F. Keep accurate records of all members' involvement for the enhanced membership program.
- G. Be responsible for publicizing the Enhanced Membership Program.
- H. Be responsible for coordinating new member inductions each semester.
- I. Work with President and Liaison Team to coordinate tables and booths at campus/community events to represent Phi Theta Kappa and recruit members.

Hallmarks Officer

- A. Create and preside over the Hallmarks committee
- B. Work closely with all other officers and coordinators to assure that the hallmark objectives for the academic year are developed and implemented
- C. Implement meaningful activities in general meetings focused around the Hallmarks.
- D. Promote the Honors Study Topic with help from the Advisors and Honors in Action Committee.
- E. Oversee the organization and implementation of fellowship activities.
- F. Keep logs of goals and accomplishments by the officers and advisors.
- G. Be Responsible to work with the President and advisors to plan and implement Chapter inductions.

Campus Liaison Officer:

- A. Work closely with the Public Relations Officer
- B. Obtain campus approval for, and post all notices on campus bulletin boards,
- C. Be responsible for maintaining the bulletin board and Phi Theta Kappa Showcase at their respective campuses in cooperation with the Student Life Office and campus Phi Theta Kappa Advisor,
- D. Attend Student Government's regularly scheduled meetings on the liaison's campus,
- E. Work closely with the Membership Recruitment Officer to assist with recruitment, orientation, and induction of new members,
- F. Assist with planning and implementation of chapter activities at their respective campuses.



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Application for Officer/ Liaison Candidacy

I, _____, do hereby submit this letter as my interest in candidacy for

- _____ President
- _____ Vice President
- _____ Treasurer
- _____ Secretary
- _____ Public Relations and Media Officer
- _____ Hallmarks Officer
- _____ Membership Officer

- _____ Downtown Liaison
- _____ West Liaison
- _____ Northwest Liaison
- _____ East Liaison
- _____ Desert Vista Liaison
- _____ Community Liaison

For the 2014-2015 academic year, I currently attend the _____

(list all that you attend) Campus of Pima Community College, and plan to graduate (spring)

(summer) (fall) of _____. I have been a member in good standing since

_____ (induction date month/year) with a GPA of _____ as

evidenced in the attached unofficial transcript. I can be reached at (include mailing address,

phone number, and official Pima College student e-mail address.)



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As a candidate for office in the Alpha Beta Chi Chapter, I am aware that it is an honor to be chosen as a leader in Phi Theta Kappa Honor Society. I am also aware that with the honor comes the obligation to support the principles for which the Society stands. I have read the responsibilities of chapter officers and I commit myself to support and promote the ideals, goals and programs of Phi Theta Kappa.

Signed _____

I understand that all work that I do for the chapter, whether it is artwork, photography, written materials, or other products, is for the good of the chapter and the society as a whole, and that I have no proprietary or monetary claim on that work.

Signed _____

I agree that, if selected for an Officer or Liaison position, I will be able to attend the majority of the business and planning meetings (one of each every month). If I am absent from three meetings I understand that the chapter may request my resignation or remove me in order to have an active leadership team.

Signed _____

I have never been an officer or liaison for the Alpha Beta Chi Chapter and resigned my position for any reason other than to take a different position, such as moving from the Liaison Team to the Officer Team.

Signed _____

Please include a short paragraph stating why you are interested in being a member of the Team, and the experience and skills which you would bring. (200 word limit)