 **2018 Phi Theta Kappa Honor Society**

**OFFICE USE ONLY**

**APPROVED BY BOARD:**

**DATE:**

**POSITION:**

**Omicron Beta Chapter**

**COMMITTEES AND COORDINATOR POSITIONS**

Consider becoming involved in various committees and leadership positions as a coordinator with Phi Theta Kappa. The information herein will be released to the officers and advisors of the Omicron Beta Chapter. Please complete this form and return it to the Center for Community & Civic Engagement.

Name: \_\_\_\_\_\_

Address: Apt/Unit # City: \_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: E-mail: \_\_\_\_\_\_

MEID: Student ID #:

Major: Expected Graduation Date:

\_\_\_ **Provisional Member (Check if you are not yet a member of Phi Theta Kappa)**

\_\_\_ **Enhanced Member (Check if you are already a member of Phi Theta Kappa) Membership #**

Availability: (Please list your available times below)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

**The purpose of this section is to get to know you better. Leadership, scholarship, fellowship, and service are the four hallmarks of ΦΘΚ. Please list any information and activities pertinent to the four hallmarks.**

1. **SCHOLARSHIP:** *Your educational and career goals: (ie: Obtain an associate degree, transfer to ASU, be an accountant, etc.)*

1. **LEADERSHIP:** *List events and organizations that you have participated and leadership position held:*

1. **SERVICE:** *List Community service/activities and organizations you have been involved in:*

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**Signature Date**

**NAME:**

**Officer Preference:**

**(if any)**

**OMICRON BETA CHAPTER COMMITTEES AND COORDINATOR POSITIONS**

**Elected Omicron Beta Chapter Officers will serve as the chairs of the committees listed below.**

***Please checkmark the box(es) next to the coordinator position that is of MOST interest to you. If more than one box is check-marked, please number them in the order of your preference, no more than five.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| COORDINATORS TO THE PRESIDENT: Johnathan Speakman #\_\_\_\_\_ **Presidential Coordinator**  #\_\_\_\_\_ **Bylaws Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** SOUTHERN & DOBSON VP POSITIONS: Maria Dawes #\_\_\_\_\_ **Scholarship Coordinator**  #\_\_\_\_\_ **Leadership Coordinator**  #\_\_\_\_\_ **Service Coordinator**  #\_\_\_\_\_ **Fellowship** **Coordinator**  #\_\_\_\_\_ **Leadership Training Coordinator**  #\_\_\_\_\_ **Marketing Coordinator for General Meetings**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** RED MOUNTAIN VP POSITIONS: Gabriella Daniels #\_\_\_\_\_ **Scholarship Coordinator**  #\_\_\_\_\_  **Leadership Coordinator**  #\_\_\_\_\_  **Service Coordinator**  #\_\_\_\_\_  **Fellowship Coordinator**  #\_\_\_\_\_  **Honors in Action (HiA) Red Mountain Coordinator**  #\_\_\_\_\_ **College Project RM Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** HONORS IN ACTION POSITIONS: Johnna Oliver #\_\_\_\_\_ **Research Committee Coordinator**  #\_\_\_\_\_ **Leadership Committee Coordinator**  **#\_\_\_\_\_ Hallmark Coordinator**  #\_\_\_\_\_ **Action Committee Coordinator**  #\_\_\_\_\_ **Collaboration Committee Coordinator**  #\_\_\_\_\_ **Creative Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** COLLEGE PROJECT POSITIONS: Trevor Bailey #\_\_\_\_\_ **Administration Relations Coordinator**  #\_\_\_\_\_ **Leadership Committee Coordinator**  #\_\_\_\_\_ **Action Committee Coordinator**  #\_\_\_\_\_ **Collaborations Committee Coordinator**  #\_\_\_\_\_ **Marketing Coordinator**  **#\_\_\_\_\_ Hallmarks Committee Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** FINANCE POSITIONS: Racheal Mangini #\_\_\_\_\_ **Marketplace Coordinator**  #\_\_\_\_\_ **Fundraising Coordinator**  #\_\_\_\_\_ **Silent Auction Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** PUBLIC RELATIONS & MARKETING POSITIONS: Lola Shote #\_\_\_\_\_ **Creative Coordinator – Honors in Action**  #\_\_\_\_\_ **Creative Coordinator – College Project**  #\_\_\_\_\_ **Marketing Coordinator**  **#\_\_\_\_\_ Yearbook Coordinator**  **#\_\_\_\_\_ Photographer Coordinator**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | EXEC BOARD SECRETARY POSITION: Janet Mancillas #\_\_\_\_\_ **Administration Coordinator to the Exec. Board Secretary**  #\_\_\_\_\_ **General Meetings Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** COLLEGE COMPLETION/CHAPTER PROGRAM: Aldon Batiste#\_\_\_\_\_ College Fish Coordinator #\_\_\_\_\_ **C4 Coordinator**  #\_\_\_\_\_ **Competitive Edge Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** MEMBERSHIP COORDINATOR POSITIONS: Christopher Hunt #\_\_\_\_\_ **Membership Events Coordinator**  **#\_\_\_\_\_ Enhanced Membership Coordinator**  **#\_\_\_\_\_ New Member Recruitment Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** COMMUNITY SERVICE EVENTS POSITIONS: Alec Williamson #\_\_\_\_\_ **Community Service Coordinator (multiple positions)**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** S&D CAMPUS EVENTS POSITIONS: Abby Atonal Rodriguez #\_\_\_\_\_ **Campus Events Coordinator**  #\_\_\_\_\_ **Creative Coordinator**  #\_\_\_\_\_ **Historian Coordinator**  #\_\_\_\_\_ **Founder’s Day Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** RED MOUNTAIN CAMPUS EVENTS POSITIONS: Alysia Vera #\_\_\_\_\_ **Red Mountain Events Coordinator**  #\_\_\_\_\_ **Design Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** RED MOUNTAIN OPERATIONS POSITIONS: AVAILABLE #\_\_\_\_\_ **Red Mountain Secretary**  #\_\_\_\_\_ **Red Mountain Publicist**  #\_\_\_\_\_ **Red Mountain Historian/Yearbook Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ALUMNI RELATIONS POSITIONS: Christine Winner #\_\_\_\_\_ **Alumni Relations Events Coordinators**  #\_\_\_\_\_ **Alumni Relations Networking Coordinator**  #\_\_\_\_\_ **Alumni Relations Fundraising Coordinator**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**2018 OFFICERS & POSITIONS**

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| --- | --- |
| President – Johnathan Speakman  Vice President of S&D – Maria Dawes  Vice President of RM – Gabriella Daniels  Honors in Action Officer – Johnna Oliver  College Project Officer – Trevor Bailey  Finance Officer – Racheal Mangini  Public Relations Officer – Lola Shote  Executive Board Secretary – Janet Mancillas | College Completion Officer – Aldon Batiste  Membership Recruitment Officer – Christopher Hunt  Community Service Officer – Alec Williamson  Campus Events Officer of S&D – Abby Atonal Rodriguez  Campus Events Officer of RM – Alysia Vera  Operations Officer of RM – AVAILABLE  Alumni Relations Officer – Christine Winner |

## COORDINATORS TO THE PRESIDENT (Johnathan Speakman):

#\_\_\_\_\_ Presidential Coordinator

- Be available to attend ASMCC Student Senate meetings in the absence of the Phi Theta Kappa President

- Be available to attend Phi Theta Kappa and school events to promote Phi Theta Kappa

#\_\_\_\_\_ Bylaws Coordinator

- Work with the chapter advisors & officers to review the bylaws and make appropriate/necessary changes to ensure that the bylaws clearly explain how the chapter is to be run

The candidates for the above positions should be task and time-oriented, responsible, and willing to learn more about Phi Theta Kappa.

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## SOUTHERN & DOBSON VICE PRESIDENT COORDINATOR POSITIONS (Maria Dawes):

#\_\_\_\_\_ Scholarship Coordinator

- Announce scholarships and deadlines at meetings

#\_\_\_\_\_ Leadership Coordinator

- Assist VP of S&D campus. The holder of this position should consider becoming a **ΦΘΚ** officer the following year

#\_\_\_\_\_ Service Coordinator

- Keep records of attendance at service events for S&D campus

#\_\_\_\_\_ Fellowship Coordinator

- Help plan fellowship activities and Ice Breakers for weekly meetings

#\_\_\_\_\_ Leadership Training Coordinator

- Help plan and execute Leadership Development activities, including guest speakers and mini-workshops

#\_\_\_\_\_ Marketing Coordinator for General Meetings

- Responsible for creating flyers for special general meeting spotlights and workshops

- Responsible for creating social media/canvas posts (canvas posts should be sent to Christin Franco two days prior)

- Responsible for contacting departments and teachers to distribute flyers

- Keeping track of the flyer distribution statistics

- Other duties as needed by the Vice President

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## RED MOUNTAIN VICE PRESIDENT COORDINATOR POSITIONS (Gabriella Daniels):

#\_\_\_\_\_ Scholarship Coordinator

- Announce scholarships and deadlines at meetings

#\_\_\_\_\_ Leadership Coordinator

- Assist VP of RM. The holder of this position should consider becoming a **ΦΘΚ** officer the following year

#\_\_\_\_\_ Service Coordinator

- Keep records of attendance at service events for RM

#\_\_\_\_\_ Fellowship Coordinator

- Help plan fellowship activities and Ice Breakers for weekly meetings

## (CONT) RED MOUNTAIN VICE PRESIDENT COORDINATOR POSITIONS (Gabriella Daniels):

#\_\_\_\_\_ Honors in Action (HiA) Red Mountain Coordinator

- Attend weekly HiA committee meetings at S&D campus or via Skype at RM

- Assist in research

- Assist in organizing/implementing the chosen community service project

- Present volunteer opportunities to RM members

- Provide weekly updates during general meetings

#\_\_\_\_\_ College Project Red Mountain Coordinator

- Attend Weekly College Project meetings at S&D campus or via Skype at RM

- Assist in research

- Assist in organizing/implementing the chosen community service project

- Present volunteer opportunities to RM members

- Provide weekly updates during general meetings

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## HONORS IN ACTION COORDINATOR POSITIONS (Johnna Oliver):

#\_\_\_\_\_ Research Committee Coordinator

- Conduct preliminary research to help define the scope of the HiAP

- Effectively present the research results to the Council and Council Chair

- Analyze research results to identify a need in the Mesa Community

- Help guide the discussions by presenting relevant research results

- Help choose or define a particular question within the selected theme

- Relate research results to Leadership, Action, and Community components

- Identify alternative approaches to the HiAP based on the research

- Document the consulted research sources and the lessons learned

#\_\_\_\_\_ Leadership Committee Coordinator

- Preside over the HiA Council meetings in the absence of the Council Chair

- Assist the Council Chair in defining roles and applying the HiA guidelines

- Define a process to build an effective team to complete the HiAP

- Identify, consult, and document other entities already addressing the chosen question

- Identify and consult campus professionals for leadership training

- Plan and lead workshops to train Chapter members about the HiAP

- Assist the Community Committee in recruiting student leaders

- Obtain and document feedback from participants to suggest improvements

#\_\_\_\_\_ Hallmark Coordinator

- Propose specific, relevant events and explain their connection to the HiAP

- Endeavor to leave a mark of outstanding talent, creativity, or excellence as reflected in a genuine hallmark.

- Ensure that the rubric of the Honors In Action paper is being met by following up with committee coordinators.

- Work directly with the Honors In Action officer and advisors in finalizing the hallmarks paper and ensuring the standard of a hallmarks by historical means is met.

- Create and maintain a sustainable means of communication with all committee coordinators.

- Receive weekly status reports from other committee members and combine reports to be presented through google classroom before meetings.

- Be responsible for taking, filing, and posting minutes from all Honors In Action meetings.

- Assist with organizing and updating google classroom (training provided).

#\_\_\_\_\_ Action Committee Coordinator

- Propose specific, relevant events and explain their connection to the HiAP

- Determine the specific impacts of a proposed service event

- Determine the groups that will or need to be served

- Identify, consult, and document local entities with similar service projects

- Plan and lead service events related to the chosen question

- Measure the quantity and quality of the impact made

- Propose how a service objective can be sustained in the future

- Obtain and document feedback from participants to suggest improvements

## (CONT) HONORS IN ACTION COORDINATOR POSITIONS (Johnna Oliver):

#\_\_\_\_\_ Collaboration Committee Coordinator

- Identify, consult, and document the entities with which to collaborate

- Inform the Council of available opportunities for collaboration

- Attempt to maximize the diversity and inclusivity of the HiAP

- Define a quantifiable public relations strategy for the HiAP

- Inform and engage Chapter members about/in the HiAP

- Assist the Action Committee in planning service events

- Assist the Leadership Committee in planning leadership events

#\_\_\_\_\_ Creative Coordinator

- Must be able to attend all Honors in Action functions and activities

- Lead creative teams – including editorial, design, social media and video

- Develop graphic designs that help build up HiA events

- Print, copy and distribute quantities requested by the Honors in Action Officer

- Work with Public Relations Officer to develop effective means of marketing

- Be willing to encourage group members to participate at events and committees through Honors in Action

- Work well in a fast-paced, team-oriented environment

- Must be able to take pictures to document all events done by HiA and report them to the Public Relations Officer

- Have photo release forms for each participant that may be photographed. Turn all forms to Advisor for multimedia use

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## COLLEGE PROJECT COORDINATOR POSITIONS (Trevor Bailey):

#\_\_\_\_ Administration Relations Coordinator

- Preside over committee meetings in the absence of the Committee Chair

- Be present during collaboration with administration and/or Student Government

- Represent the College Project Council for collaborative meetings in the absence of the Committee Chair

- Propose ways to build stronger relationships with the college administration and Student Government that can be sustained in future

- Assist the Leadership Committee Coordinator and Action Committee Coordinator in planning events

- Obtain and document official feedback to suggest improvements

#\_\_\_\_\_ Leadership Committee Coordinator

- Assist Council in defining roles that apply to the College Project goal(s)

- Identify and consult on-campus and off-campus professionals for leadership training to directly benefit the College Project goal(s)

- Identify specific opportunities that directly connect to and will supplement the College Project

- Plan and lead workshops to train chapter members on and for the College Project

- Assist the Collaborations Committee in recruiting student leaders

- Obtain and document official feedback to suggest improvements

#\_\_\_\_\_ Action Committee Coordinator

- Determine the specific impacts of a proposed service event

- Plan and lead supplementary service events related to the College Project

- Measure the quantity and quality of the impact made by the project and supplementary events

- Propose how the project can be sustained in future

- Obtain and document official feedback to suggest improvements

#\_\_\_\_\_ Collaborations Committee Coordinator

- Identify, consult, and document the different entities with which to collaborate

- Inform the Council of available opportunities for collaboration

- Act to maximize the inclusivity and diversity of the College Project

- Define a quantifiable public relation strategy for the College Project

- Act to inform and engage chapter members about/in the College Project

- Assist in planning the service and leadership events

- Obtain and document official feedback to suggest improvements

## (CONT) COLLEGE PROJECT COORDINATOR POSITIONS (Trevor Bailey):

#\_\_\_\_\_ Marketing Coordinator

- Must be able to attend all College Project functions and activities

- Lead creative teams – including editorial, design, social media and video

- Develop graphic designs that help build up College Project events

- Print, copy and distribute quantities requested by the College Project Officer

- Work with Public Relations Officer to develop effective means of marketing

- Be willing to encourage group members to participate at events and committees through College Project

- Work well in a fast-paced, team-oriented environment

* Must be able to take pictures to document all events done by College Project and report them to the Public Relations Officer

- Have photo release forms for each participant that may be photographed. Turn all forms to Advisor for multimedia use

#\_\_\_\_\_ Hallmarks Committee Coordinator

* Endeavor to leave a mark of outstanding talent, creativity, or excellence as reflected in a genuine hallmark
* Ensure that the rubric of the College Project paper is being met by following up with committee coordinators
* Work directly with the College Project officer and advisors in finalizing the hallmarks paper and ensuring the standard of a hallmarks by historical means is met
* Create and maintain a sustainable means of communication with all committee coordinators
* Receive weekly status reports from other committee members and combine reports to be presented through google classroom before meetings
* Be responsible for taking, filing, and posting minutes from all College Project meetings
* Assist with maintaining, organizing, and updating google classroom (training provided)

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## FINANCE COORDINATOR POSITIONS (Racheal Mangini):

#\_\_\_\_\_ Marketplace Coordinator

- Set up and take down marketplace table at general meetings and events

- Maintain and inventory the marketplace items and provide a detailed report of sales to the Financial Officer

- Create displays for featured marketplace item of the week (to be determined by Financial Officer).

- Find and manage as many volunteers as necessary to host a chapter booth during fundraising events (i.e.: Regional, International Convention, Homecoming, etc.)

- Maintain exceptional attendance at general meetings

#\_\_\_\_\_ Fundraising Coordinator

- Assist the Finance Officer to discover, plan, and execute fundraising opportunities

- Search the Internet and other databases for potential vendors & companies

- Contact potential vendors & companies to obtain information and quotes for fundraising items. Then, present a lucid written comparison- contrast of the obtained data to the Finance Officer

- Be prepared to devote at least two hours per week (varies based on the needs) to ensure the completion of the above-mentioned commitments

#\_\_\_\_\_ Silent Auction Coordinator

- Assist the Finance Officer and frequently communicate to consider various auction ideas, plan different auction segments, and help execute the silent auction events

- Search the Internet and other databases for potential vendors &companies to collect donations

- Find and manage as many volunteers as necessary to maintain auction tables at induction ceremonies

- Ensure timely collection of auction items, effective packaging and categorization of silent auction items

- Prompt determination of winners, assist with distribution of won items

- Prepare all the necessary forms, flyers, donation letters, and thank-you notes and ensure effective marketing of the silent auction

- Be prepared to devote a minimum of 2 hours per week (varies based on the needs) to ensure the completion of the above-mentioned commitments

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## PUBLIC RELATIONS & MARKETING COORDINATOR POSITIONS (Lola Shote):

#\_\_\_\_\_ Creative Coordinator – Honors in Action

- Must be able to attend all Honors in Action functions and activities

- Lead creative teams – including editorial, design, social media and video

- Develop graphic designs that help build up Honors in Action events

- Assist in making copies and distributing flyers

- Work with Honors in Action Officer to develop effective means of marketing

- Be willing to encourage group members to participate at events and committees through Honors in Action

- Work well in a fast-paced, team-oriented environment

- Must be able to take pictures to document all events done by Honors in Action and report them to the Public Relations Officer

- Have photo release forms for each participant that may be photographed. Turn all forms to Advisor for multimedia use

#\_\_\_\_\_ Creative Coordinator – College Project

- Must be able to attend all College Project functions and activities

- Lead creative teams – including editorial, design, social media, and video

- Develop graphic designs that help build up College Project events

- Assist in making copies and distributing flyers

- Work with College Project officer to develop effective means of marketing

- Work well in a fast-paced, team-oriented environment

- Must be able to take pictures to document all events done by College Project and report them to the Public Relations Officer

- Have photo release forms for each participant that may be photographed. Turn all forms to Advisor for multimedia use

#\_\_\_\_\_ Marketing Coordinator

- Help Public RelationsOfficer maintain current information on all boards, Social media & TV

- Meet with **ΦΘΚ** advisors weekly to update the website

- Help with developing, printing, and distributing what other officers than the Public RelationsOfficer may need

#\_\_\_\_\_ Yearbook Coordinator

- Responsible for developing the chapter yearbook, including pictures, articles, event details, etc.

- Have photo release forms for each participant that may be photographed. Turn all forms to Advisor for multimedia use

- Must be able to attend all events

#\_\_\_\_\_ Photographer

- Have photo release forms for each participant that may be photographed. Turn all forms to Advisor for multimedia use

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## EXECUTIVE BOARD SECRETARY POSITION (Janet Mancillas):

#\_\_\_\_\_ Administration Coordinator to the Executive Board Secretary

- Work with the chapter Executive Board Secretary and Advisors

- Be familiar with note taking methods and e-mail composing, and assist with running effective meetings

- Help with special projects

#\_\_\_\_\_ General Meetings Coordinator

- Must attend all general meetings held Thursdays from 1:00 to 3:00pm

- Set up table with membership cards, applications, news, flyers, etc.

- Take down table at end of meeting

- Be able to properly answer questions

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## COLLEGE COMPLETION/CHAPTER PROGRAM COORDINATOR POSITIONS (Aldon Batiste):

#\_\_\_\_\_ College Fish Coordinator

- Encourage and help students sign up for and complete CollegeFish.org online profiles

- Instruct students and create presentations about how students can benefit from CollegeFish.org

- Be willing to answer questions about CollegeFish.org in meetings and via email

#\_\_\_\_\_ C4 Coordinator

- Help invent, organize, and execute events that promote college completion

- Promote the Community College Completion Corps through the signing of the C4 Wall and C4 Signature Book

- Look after and help maintain the C4 Wall

- Educate students on the help and resources available to them to complete college

## (CONT) COLLEGE COMPLETION/CHAPTER PROGRAM COORDINATOR POSITIONS (Aldon Batiste):

#\_\_\_\_\_ Competitive Edge Coordinator:

- Become familiar with the 5 Star Competitive Edge program

- Inform students of the educational and career benefits of completing competitive edge

- Instruct and present on the navigation and use of 5 Star Competitive Edge

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## MEMBERSHIP COORDINATOR POSITIONS (Christopher Hunt):

#\_\_\_\_\_ Membership Events Coordinator

- Help plan and assist with execution of New Member Orientations

- Help plan and assist with Membership drives each semester

- Operate Membership tabling and booths

- Promote Phi Theta Kappa along with upcoming events

- Work with Public Relations Officer to promote events via flyers, social media, and Canvas

- Other duties as needed

#\_\_\_\_\_ Enhanced Membership Coordinator

- Help implement 5-Star Enhanced Membership program

- Help keep up to date records of all members involved in the 5-Star Enhanced Membership program

- Help advertise the 5-Star Enhanced Membership program

- Maintain Inventory of items given out via the 5-Star Enhanced Membership Program with Finance Officer

- Other duties as needed

#\_\_\_\_\_ New Member Recruitment Coordinator

- Recruit potential members via phone call and e-mail

- Pass on information related to benefits of becoming a member

- Inform new members of upcoming events and ways to get involved via phone call and e-mail

- Promote induction ceremony to new members to increase attendance

- Promote mentor nomination to new members at their induction ceremony

- Work with faculty and previous mentors on promoting Phi Theta Kappa to eligible students

- Other duties as needed

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## COMMUNITY SERVICE EVENTS COORDINATOR POSITIONS (Alec Williamson):

#\_\_\_\_\_ Community Service Events Coordinator (multiple positions available)

- Support the Community Service Events Officer by helping plan, create, implement, and attend **ΦΘΚ**-involved events.

- Be willing to take the lead, under the direction of the Community Service Officer, on some events.

-Attend and participate in all events they help coordinate

- Communicate with all points of contact for events they are responsible for

-Attend meetings for the planning of events

-Report on responsibilities to the Community Service Officer

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## SOUTHERN & DOBSON CAMPUS EVENTS COORDINATOR POSITIONS (Abby Atonal Rodriguez):

#\_\_\_\_\_ Campus Events Coordinator

- Support Campus Events Officer to create, implement, and attend **ΦΘΚ**-involved events

- Be present at **ΦΘΚ** booths with Officers, members, and volunteers

- Assist with creating, publishing, and maintaining the **ΦΘΚ** calendar of events

- Maintain communication with all necessary staff to assist the Campus Events Officer to implement events

- Must attend and participate in all events they help orchestrate

#\_\_\_\_\_ Creative Coordinator

- Help Campus Events Officer create and implement entertaining activities at **ΦΘΚ** booths

- Plan and develop entertaining activities for and at events

#\_\_\_\_\_ Historian Coordinator

- Assist Campus Events Officer with taking photos at general meetings, events, and other **ΦΘΚ** activities

- Help develop a slideshow for the end of the year celebration and showcase

- Have photo release forms for each participant that may be photographed. Turn all forms to Advisor for multimedia use

#\_\_\_\_\_ Founder’s Day Coordinator

- Help plan and coordinate the Phi Theta Kappa Founder’s Day Celebration

- Create agenda and activities for a successful event

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## RED MOUNTAIN CAMPUS EVENTS COORDINATOR POSITIONS (Alysia Vera):

#\_\_\_\_\_ Red Mountain Events Coordinator

- Assist the Campus Events Officer in preparation for on-campus events

#\_\_\_\_\_ Design Coordinator

- Help the Campus Events Officer creatively design **ΦΘΚ** booths for on-campus events

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## RED MOUNTAIN OPERATIONS COORDINATOR POSITIONS (AVAILABLE):

#\_\_\_\_\_ Red Mountain Secretary

- Be responsible to record notes in general meetings

#\_\_\_\_\_ Red Mountain Publicist

- Be responsible for putting the sandwich board sign out for each meeting and put it back when done

- Promote events online and through Student Life

- Keep members informed about events & other information through email

- Work with the Public Relations Officer to make flyers

#\_\_\_\_\_ Red Mountain Historian/Yearbook Coordinator

- Take pictures at events

- Make a scrapbook(s) of events that occur throughout the year

- Create the End of Year Celebration slideshow(s)

- Have photo release forms for each participant that may be photographed. Turn all forms to Advisor for multimedia use

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## ALUMNI RELATIONS COORDINATOR POSITIONS (Christine Winner):

#\_\_\_\_\_ Alumni Relations Events Coordinators

- Support Alumni Relations Officer with planning and hosting an Alumni Homecoming event

- Assist Alumni Relations Officer with marketing in collaboration with the Public Relations Officer

- Attend and help at other alumni related events as available

- Assist Alumni Relations Fundraising Coordinator with silent auction tasks

- Help Alumni Relations Networking Coordinator maintain Alumni database and contact alumni chapter members and potential members

#\_\_\_\_\_ Alumni Relations Networking Coordinator

- Support Alumni Relations Officer with reaching out to current and potential Alumni members through mail, email, phone, and personal contact at special events

- Assist Alumni Relations Officer in maintaining database of Alumni chapter members and potential members

- Assist Alumni Relations Fundraising Coordinator with silent auction tasks, specifically in soliciting donations from Alumni, and also with other preparations as needed

- Assist Alumni Relations Special Events Coordinator with planning and hosting Alumni special events

- Attend and assist at other Alumni related events when available

#\_\_\_\_\_ Alumni Relations Fundraising Coordinator

- Support Alumni Relations Officer, in conjunction with the Finance Officer, plan & help with Fall & Spring silent auctions

- Support Alumni Relations Officer, in conjunction with the Finance Officer, in planning and helping with fall and spring silent auctions

- Contact Alumni to solicit silent auction donations

- Assist Alumni Relations Networking Coordinator with maintaining Alumni database, contacting chapter members and potential members

- Attend and assist at other Alumni related events when available