

# Beta Club 2016-2017 Officer Application

Name:					
Total Years in N	National Senior Beta	Club:			
Current Grade Level: (circle one)		SOPH	IOMORE	JUNIOR	SENIOR
Position you ar	e applying for: (circ	le one)			
PRESIDENT	VICE-PRESIDENT	SECRETERY	TREASURER	HISTORIAN	MEDIA & PUBLIC RELATIONS
۱۱	nave read and fully ι	ınderstand all t	the the duties	that this position	on requires. (Please initial that you agree
	understand that as a nt my school. (Please ir		be required to	attend the Sta	ate Beta Club Convention to
	er clubs or organizat ch office you hold.)	ions of which y	you are a mem	ber: (Indicate	beside each club if you are an
1.	3.				
2.		4.			
Please reread t	he following. Comp	lete the space	s as indicated.		
Lead By Serving Club and will re requirements o	g Others." I am awar present the school a	e that I will be as an ambassad der to maintair	a representati dor of characte I an active stat	ve of West Hall r and conduct.	, will follow the motto "To I High School as well as The Beta I agree to complete all I am aware of the requirements
(Student Signature)		(Date)			
(Parent Signature)		(Date)			

In your opinion, what makes you a strong candidate for this position?
What leadership positions similar to this one have you held before? What were your strengths in that office? What were your weaknesses?
What else should we know about you to consider when assigning these leadership positions? What do you bring to the table?
Teacher Recommendations:
You need three strong recommendations to apply for one of these positions. Two must be from current teachers in which classes you sit. One may be from a former teacher, or other school employee who can vouch for your character or skills that will be required for a leadership position.
Recommendations will be done on-line. Ask the teacher you wish to put in a recommendation for you to either e-mail Mrs. Chittaro for the link to the form <b>OR</b> go to the WHHS Beta Club page and click on the link under the resource page entitled "Officer Recommendation Form". Write down on this application the three people you are requesting recommendation from.
Recommendation #1:
Recommendation #2:
Recommendation #3:

# **Description of Officer Positions:**

#### **President:**

- Lead meetings, induction ceremony, address club on major issues
- Work closely with the sponsors on club decisions (probations, dismissals)
- Lead executive committee concerning their duties
- Meet with Executive committee and sponsors monthly
- Attend Convention in March

#### **Vice-President:**

- Attend all meetings, help support induction ceremony, fill in for President with their duties if they are unable to
- Work closely with the sponsors on club decisions (probations, dismissals)
- Coordinate and lead all team leaders
- Give guidance to your assigned team leaders, attend all team events
- Meet with Executive committee and sponsors monthly
- Attend Convention in March

#### **Secretary:**

- Attend all meetings, help support induction ceremony, keep the executive committee up to date on all dates, times, specifics for activities
- Work closely with the sponsors on club decisions (probations, dismissals)
- Be a correspondent with the Historian and Media and Public Affairs Officer
- Work with the team secretaries to maintain records on hours earned, activities attended, and make-up services
- Give guidance to your assigned team leaders, attend all team events
- Meet with Executive committee and sponsors monthly
- Attend Convention in March

### Treasurer:

- Attend all meetings, help support induction ceremony,
- Work closely with the sponsors on club decisions (probations, dismissals)
- Work with team treasurers to maintain a club balance on moneys raised
- Give guidance to your assigned team leaders, attend all team events
- Meet with Executive committee and sponsors monthly
- Attend Convention in March

#### Historian:

- Attend all meetings, help support induction ceremony,
- Work closely with the sponsors on club decisions (probations, dismissals)
- Work with team historians to maintain a record of all events attendees, pictures, description of activity
- Give guidance to your assigned team leaders, attend all team events
- Meet with Executive committee and sponsors monthly
- Attend Convention in March
- Help create an end of the year scrapbook and an end of the year report about the year (active members, probation members, hours earned, activities served, total hours for career)

## Media & Public Relations:

- Help maintain Weebly website, Twitter page, Instagram page, QR codes, etc.
- Be VERY familiar with these programs and social media
- Attend all meetings, help support induction ceremony
- Give guidance to your assigned team leaders, attend all team events
- Meet with Executive committee and sponsors monthly
- Attend Convention in March