

officer application

Name: _____








Grade: _____ Years of Latin _____

E-mail Address: _____

Did you go to State Convention? _____

Did you sign up for Edmodo? _____ Are you apart of OL Latin Remind? _____

Roles of the Officers (you must be in JCL and LHS in order to apply):

-  President: preside over meetings; preside over main events (e.g. Honor Society Inductions); meet with advisor(s) on a bi-weekly basis.
-  First Vice President: preside over meetings in the absence of the President; in charge of writing RFPs (Request for Project forms) and activities;
-  Second Vice President: in charge of publicity for Junior Classical League and Latin Honor Society—will keep track of points for State wide and National competition; in charge of events that deal with state and national organization (e.g. State Convention)
-  Secretary: takes minutes at both officer and general meetings—provides advisor with an electronic copy of minutes; notifies members of next meeting date via e-mail
-  Treasurer: assists in all fundraisers (including the inventory of items received and the collection/tabulation of items purchased); helps in the collection of funds (e.g. dues)
-  Historian: takes pictures at all meetings/events; creates an electronic and/or hard copy of a scrapbook for state competition, create a bi-annual (Fall and Spring) newsletter for state competition
-  Web Designer: continue the posting of events on Facebook; create and maintain a webpage for state competition.

Select the position(s) that you are interested in running for; in addition, rank the positions in the order of your interest (Choose your top 2 and explain why?):

___ **President**

___ **1st Vice President**

___ **2nd Vice President**

___ **Secretary**

___ **Treasurer**

___ **Historian**

1. _____

2. _____

What other organizations do you currently belong to (list them in the order of importance?)

Are you now or have you ever been an officer in another club (please list)?

List events that you have participated in and describe what you did.

What ideas do you have for the office that you are running for?

Expand upon an event that we did (or attempted to do). What would you keep? What would you change?

Do you foresee any problems staying after school for meetings and/or events? If so, what?

Return application by May 15th, to Magistra Hall, in room 252.