

Application for Pre-Nursing Club Executive Officer Position

Name:

Year in School for 2007-2008:

1. Are you currently a member? If so, how long have you been a member?
2. What officer position(s) are you interested in and why?
3. What skills and experience do you have that would be beneficial to this position?
4. What clubs and organizations are you involved in presently?
5. What clubs have you been involved with in the past?
6. What ideas do you have that would improve the PNC (to bolster interest, activity, service, and participation in the club) and how do you plan to accomplish this?
7. What do you like most about PNC?

Pre-Nursing Club Executive Officer Position Descriptions

All Positions

- Attend all Executive Officer and Pre-Nursing Club meetings
- Find speakers for meetings
- Assist with advertising on campus (i.e. chalking)

President

- Make sure the club runs smoothly and effectively throughout the year
- Preparing agenda for Pre-Nursing Club Executive Officer meetings
- Oversee and make sure the other officers are fulfilling their duties
- Send out reminders via Patti Wakolee, PNC advisor, about Pre-Nursing club meetings and events

Vice-President

- Assist the President with any tasks as needed
- Assist and provide support to other officers with any tasks as needed
- Create and make copies of information sheet for Pre-Nursing Club meetings

Secretary

- Take and track attendance at Pre-Nursing Club meetings
- Record minutes at Pre-Nursing Club meetings

Treasurer

- Keep track of all Pre-Nursing Club's petty cash (any expenses paid out or dues collected)
- Register the club with the Student Involvement and Leadership Center at the beginning of the school year (August/September)
- Work with Student Senate to get funding for the club (August/September)
- Complete Line-Item Allocation Budget Request paperwork for Student Senate at the beginning of the spring semester (due at the beginning of February)

Advertising Director

- Design, copy and distribute fliers for meetings
- Organize chalking prior to meetings
- Design and submit ads to the University Daily Kansan, as well as any other advertising schemes possible

Activities Director

- Find activities and/or volunteer opportunities for the Pre-Nursing club as a whole.
- Organize the Fall, Spring, and yearlong service projects