

# DRMS Beta Club Officer Application

## 2016 - 2017 School Year



Name: \_\_\_\_\_ Grade/ Track \_\_\_\_\_

**Please place a check beside the office you wish to hold.**

\_\_\_\_ **President:** The president will be responsible for conducting monthly meetings, as well as the New Member Induction ceremony, along with other leadership responsibilities requested of him/her throughout the year by the Beta Advisor and Principal. The president's effectiveness will be measured by his/her ability – by voice, demeanor, and stage presence – to keep order and to so conduct himself/herself that fellow members are willing to abide by his/her decisions and directions.

\_\_\_\_ **Co-Vice President (Publicity):** The vice president of publicity will be responsible for working with the executive committee to develop ways to publicize club activities. This vice president may be called on to facilitate meetings when the president is absent.

\_\_\_\_ **Co-Vice President (Projects):** The vice president of projects will work with the executive committee to facilitate service projects. He/She will recruit participants for service projects and coordinate projects with Ms. Wood. This vice president may be called on to facilitate meetings when the president is absent.

\_\_\_\_ **Secretary:** The secretary should be detail-oriented and willing to keep excellent records of membership along with detailed notes from monthly meetings. These notes will be kept organized in a notebook and returned to the club advisor at the end of the year as a record of activities for the year. The secretary will also work on creating announcements for upcoming meetings.

\_\_\_\_ **Treasurer:** The treasurer will be responsible for reporting the balances in the club account periodically throughout the year. This person will also be responsible for counting the ballots following the election of officers and will be responsible for collecting service project logs and tallying the information to determine eligibility for club membership the following school year.

**Please describe the qualifications that you have which would enable you to serve the Durant Road Middle School Junior Beta Club in the office for which you are interested:**

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