



ALPHA GAMMA SIGMA

Executive Board Application Packet

THE DECISION TO APPLY FOR OFFICE

Thank you for applying to be on the Executive Board! The Board would like to remind you that we are looking for strong-willed and determined applicants! Being on the Alpha Gamma Sigma Executive Board requires a lot of time, but it is surely rewarding! If you have any questions, please ask an Executive Board member, or you may inquire by email at agspcc@gmail.com. In the Subject line, include name (or job title) of specific board member(s) you are trying to reach.

Please complete the following questions as thoroughly as possible.
Attach a letter of character description about you from an instructor, staff, or supervisor at PCC.

Applications are due by **Friday, May 20, 2011 before 3:00 PM**. You may drop it off in the AGS mail box at the Office of Student Affairs OR email it to agspcc@gmail.com, including **president** in the Subject line.

QUALIFICATIONS

All candidates must:

- a. Be enrolled as a student at Pasadena City College in Spring 2011 semester.
- b. Have at least one semester experience in Alpha Gamma Sigma.
- c. Be a paid member in good standing while holding office, Active status.

OFFICER APPLICANT PROCEDURES

1. Candidates for office must submit the following items by Friday, **May 20, 2011**:
 - a. Executive Board Application
 - b. A descriptive letter of personal character by a PCC faculty or staff member
2. Applications and letters of character description are due by the date above, for Advisors to evaluate candidate eligibility.
3. The election of the Board Officers listed shall take place at a General chapter Meeting each Spring and Fall semester, in the second week prior to final exam week.
4. Terms of office shall be for one year term, Fall 2011 – Spring 2012, starting July 1 and commencing on June 30
5. Election to the Board requires a majority vote of all Active present members.
6. The current Executive Board appoints the following offices:
President, Treasurer, Technology Coordinator, Publicity Art Director, Assistant Technology Coordinator, and as many offices otherwise unfilled after elections.
7. A vacancy between elections in an Executive Board office, other than that of President, shall be filled *pro tempore* by an officer appointed by the President until a special election can be held.

“Add to good character, knowledge and judgment.” AGS

DUTIES & RESPONSIBILITIES OF OFFICERS

A. The President shall:

1. Prepare the agenda for each meeting.
2. Call special meetings when necessary.
3. Have the right, but not the duty, to serve as *ex officio* member of all committees.
4. Appoint committees and committee chairs as necessary.
5. Perform other duties applicable to the Office of President.

B. The Internal Vice President shall:

1. Assume the duties of President in the absence of the latter.
2. Be in charge of Club Week to publicize Alpha Gamma Sigma on campus.
3. Increase chapter awareness of beneficial PCC campus events and activities.
4. Be in charge of Sink-a-Scholar and Blast-a-Scholar.
5. Inspire and excite chapter spirit and advocate Spirit Day.

C. The External Vice President shall:

1. Solicit scholarship sponsors/fundraiser drawing prizes/monetary donations for AGS.
2. Assist the Fundraising Coordinator in fundraising events.
3. Perform other duties appropriate to the business relations as designated by the President
4. Plan and promote TV taping event dates
5. Provide taping event details and directions working with the Technology Coordinator.
6. Coordinate all aspects of organization, carpools, and follow-through.
7. Ensure AGS receives payment for audience participation in a timely fashion.

D. The Recording Secretary shall:

1. Keep files of all active Alpha Gamma Sigma members current.
2. Process member applications and service hour totals.
3. Make sure that all active members have completed their AGS hour requirements.
4. Be responsible for all attendance taking.
5. Provide AGS hour sheets to Advisors for scholarship consideration in a timely manner.
6. Provide a final count of all active members who have completed their hours and a list of qualified Permanent Members to the Advisors at the end of the semester.

E. The Corresponding Secretary shall:

1. Record and publish minutes of all meetings.
2. Act as chapter historian.
3. Maintain correspondence for the chapter, including appropriate thank-you letters.
4. Make member applications available at meetings
5. Update the Bylaws after any amendment to them has been ratified.

F. The Treasurer shall:

1. Deposit and withdraw money from Alpha Gamma Sigma accounts as directed by the board.
2. Keep accurate ledgers of all monies received.
3. Pay bills for Alpha Gamma Sigma.
4. Become familiar with non-profit organization IRS charitable giving guidelines, and issue receipt letters to monetary and scholarship donors.
5. Keep the board up to date on the financial status of all accounts.



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G. The ICC Representative shall:

1. Represent Alpha Gamma Sigma and attend all Inter-Club Council meetings on Fridays.
2. Act as Alpha Gamma Sigma's voice at all ICC meetings and events.
3. Report activities of the Associated Students and other ICC clubs.

H. The Fundraising Coordinator shall:

1. Plan fundraisers for Alpha Gamma Sigma.
2. Work with the Treasurer to keep track of Alpha Gamma Sigma's fundraising money.
3. Head the Fundraising Committee.

I. The Marketing Director shall:

1. Coordinate and be present at all PCC flea markets.
2. Keep the board up to date on the state of flea market fundraising.

J. The Publicity Art Director shall:

1. Design banners and flyers to announce upcoming meetings and promote events.
2. Promote awareness of Alpha Gamma Sigma on campus.
3. Head the Publicity Committee.
4. Oversee all aspects of publicity, i.e. *Campus Crier* announcement, liaison to *PCC Courier* news articles, the college daily Bulletin submissions, PCC campus Public Relations and Marquee announcements, Academic Senate and Board of Trustee meeting announcements
5. Arrange publicity campaigns in first 7 weeks of the semester and coordinate with Internal VP during Club Week to solicit new members.

K. The Activities Coordinator shall:

1. Plan campus and community service events for Alpha Gamma Sigma.
2. Plan chapter social events, oversee ice breakers before general meetings
3. Plan all aspects of the semester's Awards Banquet.

L. The Technology Coordinator/Assistant Technology Coordinator shall:

1. Keep Alpha Gamma Sigma's internet presence current.
2. Promote awareness of AGS activities and beneficial campus events.
3. Maintain a chapter e-mail list.
4. Send e-mail about AGS events at least once per month.
5. Work with emerging technologies to keep AGS technologically up to date.

M. The Assistant Technology Coordinator

1. Assist the Technology Coordinator in all of his or her duties as stated in the bylaws;
2. Implement the FERPA privacy act, upholding e-mail security and member confidentiality;
3. Maintain a chapter e-mail list and send biweekly, electronic newsletters about AGS events.
4. Work with the Technology Coordinator to announce the AGS chapter member of the month (any member not holding office);
5. Credit service time for submitted photography and newsletter articles, and submit record of this service time to the recording secretary, within the time limit as determined by the board.



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