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**Gables Paradigm Officer Application**

2017-2018

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| --- | --- |
| Name |  |
| Student ID |  |
| Grade Level |  |
| Email |  |
| Phone Number |  |
| Address |  |

**General Information**

**Which leadership position are you interested in?** *Please read provided descriptions of roles.*

* President
* Vice-President
* Secretary
* Treasurer
* Historian

**Secretary:**

* Maintains membership roster
* Keep club files
* Record and read minutes
* Assists President and Vice-President in preparing meeting agendas and monthly event calendars

**Treasurer:**

* Prepare and send dues statement
* Collect dues
* Present Verbal and written reports

**Historian:**

* Collect items such as pictures about the club and members
* Handles club marketing through social media, flyers, etc.
* Keep a record of the club’s activities and accomplishments for the year

**Vice-President:**

* Assist president in assigning roles and preparing agendas
* Help plan and create a variety of fun programs and events
* Promote participation in club
* Make sure that attendance is taken at every meeting

**President:**

* Preside effectively at all club and board meetings
* Encourage active participation and recruit members
* Organize and direct the work for the club's board of directors and committees.
* Plan and coordinate an event calendar and meeting agenda with the assistance of the Vice-President and secretary
* Represent Gables Paradigm in the community and focus on community involvement such as volunteerism.
* Serves as spokesperson for club
* Maintain communication with club sponsor

**If elected, would you be able to attend officer meetings as well as general meetings?**

* **Yes**
* **No**

**Please list any conflicts or involvements you will have throughout the next Gables Paradigm year including other clubs, sports, theatre, etc.**

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**Why would you like to be a Gables Paradigm Club Officer?**

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**How do you plan to promote inclusivity and create a safe space at all Gables Paradigm events and in your community?**

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**What do you feel needs improvement within Gables Paradigm? What do you plan to do to address those issues?**

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**All board members will be held to a standard that they cannot miss more than two meetings without valid reason (sickness to the point of absence from school, family/personal issues, etc.) without advanced notice if possible. Additionally, every board member at any given general meeting must participate in some notable way in interacting with club members over the course of the meeting and helping the meeting run smoothly, to create a friendly and comfortable atmosphere at each meeting. If board member does not complete its duties or meet the standards set, they will be subjected to review to determine if they remain fit to participate on the club board.**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_