



# Alpha Lambda Delta Officer Application

## Alpha Lambda Delta Chapter Officer Position Descriptions

**Election of Officers:** Officers will be elected by an open vote of all members. A slate of officers will be presented by the current executive board. Write-in candidates are also welcome, provided the member has completed the officer application.

**Officer Expectations:** Attend weekly officer meetings, chapter meetings, and events; attend the officers' retreat or transition meeting.

### PRESIDENT

- Oversees the organization
- Calls and conducts meetings, reserves facilities
- Helps to create an interest in ALD among members and prospective members
- Maintains good communication between officers, advisors, and members
- Should be aware of all facets of Alpha Lambda Delta
- Signature authority, with the Treasurer, on all financial documents
- Possibly attend the annual Leadership Conference

*Ideal for: An individual with strong organizational, communication, and administrative skills*

### VICE PRESIDENT FOR PROGRAMS

- Plans educational programs for chapter meetings
- Works closely with the president in planning and executing all chapter business
- Assists with planning the spring induction ceremony and organizes chapter social events
- Should be knowledgeable in how the organization operates
- Takes over the president's responsibilities should the president be unable to do so

*Ideal for: An individual with strong attention to details and interest in event planning*

### TREASURER

- Handles the financial affairs of the chapter
- Keeps accurate records
- Pays bills on time
- Works with the president and advisor to prepare the annual financial report
- Signature authority, with the President, on all financial documents

*Ideal for: An individual who is patient, well-organized, comfortable with money, meets deadlines*

### SECRETARY

- Handles all correspondence and records
- Takes attendance and minutes at officer and chapter meetings
- Keeps clear, accurate reports
- Prepares copies of all minutes for inclusion in the scrapbook

*Ideal for: An organized and timely person who likes to write and can be creative*

### SERVICE/PHILANTHROPY CHAIR

- Plans all service events, including the annual Service Project
- Works closely with Public Relations Chair to advertise events

*Ideal for: An individual who is interested in event planning and serving the campus and community*

### FACULTY/STAFF LIAISON

- Coordinates a minimum of one faculty/staff or recognition program per semester

*Ideal for: An individual who is interested in working with faculty/staff*

### SCHOLARSHIP CHAIR

- Consults with the chapter advisor to select the committee to review and select scholarship applicants
- Works closely with the officer board to advertise the scholarship opportunities
- Shall plan a minimum of two educational programs per semester

*Ideal for: An individual who is interested in promoting educational programs*

### PUBLIC RELATIONS CHAIR

- Responsible for advertising chapter events
- Works closely with other officers to creatively promote ALD during throughout the year
- Updates the chapter website
- Works with social media platforms to publicize events and communicate with membership
- Keeps a working electronic communication medium of members (using social media)

*Ideal for: A dependable, outgoing, motivated individual interested in advertising and marketing with technical and computer skills*

### HISTORIAN

- Submits a spotlight piece to the ALD Headquarters for the flame magazine
- Compiles the chapter scrapbook for the annual award submission
- Attends all chapter events to take photos

*Ideal for: A "crafty" individual with an interest in photography or scrapbooking*

### JUNIOR ADVISOR (this position is a returning officer selected by the chapter advisor)

- Aid the chapter advisor and officers in the operation of the chapter



# Alpha Lambda Delta

## The National Honor Society for First-Year Success

### OFFICER APPLICATION

Full Name: \_\_\_\_\_

NSU Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Major: \_\_\_\_\_

**Select your top five choices for the positions you would like to hold:**

- \_\_\_\_\_ President
- \_\_\_\_\_ Vice President for Programs
- \_\_\_\_\_ Treasurer
- \_\_\_\_\_ Secretary
- \_\_\_\_\_ Service/Philanthropy Chair
- \_\_\_\_\_ Faculty/Staff Liaison
- \_\_\_\_\_ Scholarship Chair
- \_\_\_\_\_ Public Relations Chair
- \_\_\_\_\_ Historian

*Please answer the following questions in the space provided.*

**Why are you interested in serving as an Officer/Chair in Alpha Lambda Delta Honor Society?**

**What qualities/skills do you possess that would make you a good candidate for the Alpha Lambda Delta officer board?**

**Please provide information on a NEW event or activity you would like to see Alpha Lambda Delta Honor Society consider for implementation.**

I have read and understand the qualifications and requirements for holding office in the NSU Chapter of Alpha Lambda Delta.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return the completed application to Reatha Cox, Chapter Advisor, Student Services Center Room 139.**

**DEADLINE:** Completed applications must be submitted to Reatha Cox, Chapter Advisor, by **Friday, March 4, 2022 by 8:30 a.m.** The officer elections will be held at the chapter meeting **Tuesday, March 15, 2022 at 6:00 p.m.**