**Public Relations Student Society of America**

**2018 – 2019 Executive Board Application**

Please read carefully. Entries that do not follow directions will automatically be disqualified. CSUF PRSSA looks for committed, professional individuals who can express their ideas at the table. Being a part of the Executive Board opens doors to networking, career opportunities, leadership experience and more. **We treat this process just like a job interview**. You may apply up to TWO positions only.

**Requirements:**

1. Must be a paid PRSSA member
2. Must be available every Wednesday from 7:00 P.M. – 10:00 P.M. for the entire academic school year.
3. Applicants must attend at least one open Executive Board Meeting listed below.

**How running for the executive board works:**

1. Complete and submit the application by **10 A.M. on Friday, March 19, 2018** to csufprssa@gmail.com. Late applications will not be accepted.

1. All applicants will be interviewed by the President, Vice President, Incoming President and current executive board member(s) in your desired position.
2. Applicants will be notified if they are part of the nominating slate to run as a candidate for their desired position **after** all interviews are complete.
3. Approvedcandidates must prepare a 5-minute speech and be prepared for an open question-and-answer forum from the audience after position speeches on **April 4, 2018.**
4. If you are not considered as part of the nominating slate, you can run from the floor. All applicants who are not part of the nominating slate must inform the current President if you plan to run from the floor by Wednesday, March 28, 2018.

**PRSSA Executive Board Position Descriptions**

*Below are brief descriptions of each position. To learn more about the position, please contact the current board member AND read our constitution. For help in your application process, or to learn more about a position, feel free to contact any of the current board members found on our website page.*

**PRESIDENT**

The President is responsible for overseeing all programs of PRSSA, leading the Executive Board, maintaining relationships with the university, the National Committee, OCPRSA, and all key publics. The President leads all PRSSA events and sets goals and objectives for the Chapter.

**Requirements:** Must have served on the executive board at least one year

**VICE PRESIDENT**

The Vice President is responsible for maintaining the relationship between us and local chapters and communicating exclusive internship opportunities. The Vice President is responsible for communicating and coordinating volunteer opportunities to members. The Vice President also serves as the interim President when the President is not available.

**Requirements:** At least been a member since Fall 2016

**VP of FINANCE**

The VP of Finance is responsible for collecting Chapter dues from members, creating and sharing the annual budget, and processing reimbursements weekly.

**Requirements:** Attend office space and leadership orientations with the President. Meet with the faculty advisor on a **weekly** basis during his/her office hours.

**VP of PROFESSIONAL DEVELOPMENT**

The Professional Development Director is responsible for booking speakers and ensuring speaker hospitality for Chapter events.

**Requirements:** Must be comfortable contacting professionals for events. Public speaking, professionalism, etc.

**VP of DIGITAL COMMUNICATIONS**

The VP of Digital Communications is responsible for all written communication amongst the Chapter, which includes flyers, semester newsletters, social media and website content.

**Requirements:** Must have proficient knowledge in adobe creative cloud software and photography.

**VP of OUTREACH**

The VP of Outreach is responsible for recruiting new members at the start of each semester and serving as a primary contact for potential members. This includes organizing tabling events and ordering outreach material. The outreach director also handles any outside outreaching events such as tabeling and pitching PRSSA to high schools and community colleges.

**Requirements:** Comfortable with public speaking, approachable personality, writing skills, and organizational skills.

**VP of ADMINISTRATIVE**

The VP of Administration is responsible for the organization of membership information. The Administrative Director serves also keeps track of all executive board minutes.

**Requirements:** Must be able to take detailed minutes for the executive board

**VP of EVENTS**

The VP of Events serves as the primary event planner for the Chapter, which includes organizing logistics and provisions for mixers and agency tours.

**Requirements:** Strong communication and budgeting skills

**VP of SPONSORSHIP**

The VP of Sponsorship is responsible for setting goals and objectives to recruit sponsors for the Chapter throughout the duration of the academic year. Sponsorship Director maintains consistent conversation with sponsors and reaches out for possible sponsors. In addition, they come up with different levels of sponsorship as well as donations.

**Requirements:** Strong communication and writing skills. Must be comfortable talking over the phone, email and in person with possible sponsors.

**VP of UNIVERSITY RELATIONS**

The VP of University Relations is responsible for serving as the liaison between the Chapter and the College of Communications. The University Relations Director serves as the CICC representative for PRSSA and attends weekly CICC meetings.

**Requirements:** must comply to CICC meeting schedules and attend all CICC meetings

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class as of Fall 2017:** ☐ Senior ☐ Junior ☐ Sophomore ☐ Freshman ☐ Grad Student

**Expected Graduation Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Desired Position(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How long have you been a PRSSA member? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Communicated with the current 2016–2017 Executive Board member in this position about running for and serving as this position? ☐** yes ☐ no

**Have you read the CSUF PRSSA 16-17 Constitution?** ☐ yes ☐ no

**Available Wednesday nights from 7:00 – 10:00 P.M.?** **☐** yes ☐ no

**Will take at least 12 units fall AND spring semester?** **☐** yes ☐ no

**Attended at least one of these open meetings?** **☐** Wednesday, Feb. 7

 ☐ Wednesday, Feb. 21

 ☐ Wednesday, Mar. 7

1. **List all PRSSA experience and activities**
2. **How are you qualified for this office?**
3. **Briefly describe your goals and platform for this position.**
4. **Describe your leadership style and how it would benefit PRSSA. Use specific examples. 250-words minimum.**

**You will be emailed a WhenIsGood for your interview time when all applications have been received. If you have any questions, please contact** **csufprssa@gmail.com**