

# Phi Theta Kappa – Rho Gamma Chapter Officer Application Packet 2025 - 2026

## PHI THETA KAPPA ALPHA PSI PI SELECTION PROCESS:

1. Read the entire packet about the Alpha Psi Pi positions. Be sure to review the position descriptions for the office you are seeking. Descriptions of each position can be found at the end of this application.
2. Complete the application and indicate the position you are seeking.
3. Complete a 500 word or less essay answering the questions outlined on the application.
4. Submit your application by 5:00pm March 31, 2025 via email to [PTKCumberland@rcsj.edu](mailto:PTKCumberland@rcsj.edu)  
**Only completed applications will be considered for these positions.**
5. Members can self-nominate for any officer position. In the event of a contested race for a position, candidate names and their essays will be made public on the RCSJ PTK website, in the beginning of April. Election of officers will take place during the last week of April.

NAME: \_\_\_\_\_ Student A#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

FT/PT Student: \_\_\_\_\_ Number of credits completed: \_\_\_\_\_ GPA: \_\_\_\_\_

RCSJ email address: \_\_\_\_\_

***Please select the position you are seeking:***

President

Executive Vice-President

Vice-President of Hallmarks

Vice President of Membership & Communications

Chapter Secretary

# **Phi Theta Kappa – Rho Gamma Chapter Officer Application Packet**

## **2025 - 2026**

### **Essay Questions:**

All applicants must include a 500 word or less essay that includes answering the following questions:

1. Why do you want to be a Phi Theta Kappa Officer?
2. List some of your strengths and provide an example when these strengths were put to use.
3. Describe how a student leadership position contributes to your educational goals.
4. What leadership qualities will you bring to a student leadership position?

**Please attach your essay to this application.**

I understand I must be a member in good standing of the Alpha Psi Pi Chapter of Phi Theta Kappa.

I understand I must be enrolled at least 6 credits/semester and maintain a GPA of 3.25 or greater

I commit to being the chapter's representative to the college for the entire academic year.

I will participate in officer and member meetings, trainings, conferences, and events.

I hereby certify all statements and answers in this application are accurate to the best of my knowledge. I further understand that any false statements or omissions will be cause for the termination of my application. I also understand by signing this application, I am giving permission to access my academic and discipline records.

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

# **Phi Theta Kappa – Rho Gamma Chapter Officer Application Packet**

## **2025 - 2026**

### CHAPTER OFFICER ROLES & RESPONSIBILITIES

#### ***Chapter President***

- preside over all business meetings.
- appoints and establish any necessary committees.
- serve as an ex-officio member on all committees.
- lead chapter officers' team in developing chapter goals and programs for the year.
- represent the chapter at any college or regional functions, meetings, committees and/or Hallmark activities.
- appoint a committee to review and/or revise the chapter's Bylaws annually.
- assist in the recruitment of members for the Hallmark's essay writing team.
- work with Chapter Advisor(s) and Vice President of Leadership in coordinating annual officers' elections.
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- work with Vice President of Communications on submission of chapter activities and Five-Star Chapter Updates.
- vote only in case of a tie.
- assist the Chapter Advisor(s) in preparing the Annual Report to be sent to PTK Headquarters each spring.

#### ***Executive Vice-President***

- perform all duties of the president in the event of his/her absence.
- take roll at the meetings.
- coordinate all committees.
- lead the committee reviewing the chapter By-laws and assist with the annual report.
- act as primary support to Hallmarks Vice Presidents in planning and implementing the chapter's Hallmarks activities and Service Project, including coordinating the chapter's annual participation in the Middle States and International Hallmarks programs.
- assists in the recruitment of members for the Hallmarks writing team.
- is the liaison to the RCSJ administration and the Student Government Association (SGA)
- works with Chapter Advisor in coordinating annual officers' elections.

#### ***Vice-President of Hallmarks.***

- oversees Chapter's Hallmark activities.
- oversees chapter activities related to the Honors Study Topic and Honors Seminars.
- works with the Chapter Advisor and Vice President of Membership & Communications in coordinating new member orientations.
- is co-chair of the Induction Committee and participates in the planning of each induction ceremony.
- assists in the recruitment of members for the Hallmarks writing team.
- oversees and coordinates Chapter's implementation of International Service Project, the College Project, RCSJ service-related activities, and other community assistance projects the chapter may decide on.

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## **2025 - 2026**

- works with Chapter Advisor in coordinating annual officers' elections

### ***Vice-President of Membership & Communication***

- through various means coordinate and engineer the Chapter's timely communications to the membership, the College community, the Middle States Region and PTK Headquarters.
- coordinate and or delegate members' contribution in developing content for the chapter's website, social media accounts, bulletin board, work with the College's Public Relations Office in requesting press releases whenever possible to the area's electronic and print media.
- assists in the submission of chapter activities and Five-Star Chapter Update Forms
- assists Chapter Advisor(s) in managing eligibility lists.
- works with Vice President of Hallmarks and Chapter Advisor(s) in scheduling prospective new member orientations.
- is co-chair of the Induction Committee and participates in the planning of each induction ceremony.
- coordinates collection on new provisional members' applications.
- assists Vice President of Hallmarks and others on officers' team in recruiting members for various chapter projects.
- assists in the recruitment of members for the Hallmarks essay writing team.

### ***Secretary***

- take and read the minutes of meetings.
- distribute electronic-copies of each meeting's minutes to chapter officers and Advisor(s).
- make minutes available to the membership via the chapter's website and/or any other means of dissemination.
- maintain records of the meetings and chapter functions
- prepare and maintain the chapter scrapbook for regional, state, and International meetings and conventions.
- maintain a file of Chapter Correspondence.
- notify members to be placed on academic probation.
- keeps a permanent record of all by-laws on file in the Rho Gamma Chapter office.
- assist the Chapter Advisor(s) in preparing the Annual Report to be sent to PTK Headquarters each spring.