



**University of Central Florida  
Phi Alpha Delta Chair Application  
2021-2022**

**Applications are due on  
September 24th by 11:59pm**

**Submit all applications to [padeboard@gmail.com](mailto:padeboard@gmail.com)**

*Please complete this application in its entirety. There is no limit to the amount of content you may provide, but be conscientious of your responses that they make sense and are grammatically correct. Also, note that an interview with the Executive Board is part of the application process. If you have any questions or concerns regarding this application, please contact President Dernica Amboise at [padpresident@gmail.com](mailto:padpresident@gmail.com).*

# Available Chair Positions

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**Social Media Chair**  
**Membership and Community Outreach Chair**  
**Financial Operations Chair**

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## Chair Expectations

- I. Attend weekly Chapter meetings. If you are unable to attend, notify the Executive Board 24 hours in advance, unless exigent circumstances present.
- II. Attend bi-weekly Executive Board meetings. If you are unable to attend, notify the Executive Board 24 hours in advance, unless exigent circumstances present.
- III. Complete each meeting agenda for your position.
- IV. Chair positions must attend at least 50% of Fraternity sponsored events.
- V. Respond to emails and other forms of correspondence within 48 hours.
- VI. Check emails and other forms of correspondence daily.
- VII. Facilitate and coordinate programs and events with other Chair positions.
- VIII. Work cordially alongside the Executive Board and other Chair members.
- IX. Additional Constitutional responsibilities are listed below

## Chair Descriptions and Duties

- I. **Social Media Chair**
  - a. **Social Media Chair Description:** Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Executive Board shall hold this position. The elected member shall have the responsibility of coordinating social events, volunteering events and larger functions planned by the Chapter. These events shall aid in the professional development and recruitment of the Chapter.
  - b. **Social Media Chair Duties:**
    - I. Organize and create flyers for meetings (i.e. flyers, business cards, etc.).
    - II. Following close instruction from the Executive Board to ensure proper coordination.

- III. Develop, implement and maintain all strategic social media communications, public relations, outreach, and event activities and materials
- IV. Work with the Secretary and Treasurer to establish cost of materials and organizational flow.
- V. Create web content to help recruit new members
- VI. Develop a plan to consistently increase visibility and reputability of organization
- VII. Work with the Secretary and Vice President to create a publicity plan for event
- VIII. Have Experience in flyer-making and ability to be social media “savvy”

## II. Membership and Community Outreach Chair

- a. **Membership and Community Outreach Chair Description:** Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Executive Board shall hold this position. The Membership and Community Outreach Chair will work closely with all members of the Executive Board in order to increase member involvement, recruitment efforts and community events. This chair must be welcoming to existing and new members at weekly meetings.
- b. **Membership and Community Outreach Chair Duties:**
  - I. Help organize recruitment events and other events regarding member involvement
  - II. Make sure that all recruitment events are enjoyable, responsible and professional
  - III. Responsible for informing members of community service, volunteering and internship opportunities in the area
  - IV. Welcome new members at weekly meetings (directing them to the sign in, introducing themselves, handing out information about PAD, etc.)
  - V. Understand and promote member benefits to new or prospective members
  - VI. Expand member base and increase current member involvement through creative means
  - VII. Assist with the planning and campus advertisement of the Annual Pre Law Forum
  - VIII. Must be available for the majority of weekly meetings in order to welcome members
  - IX. Assist in special projects assigned by any member of the Executive Board.

## III. Financial Operations Chair

- a. **Financial Operations Chair Description:** Unless otherwise directed by the Chapter, an individual appointed by majority vote of the Executive Board shall hold this position. The Financial Operations Chair will mainly work in conjunction with the Chapter Treasurer. This Chair will discuss any financial related matters and collaborate on how to better the Chapter’s financial standing with the Treasurer. Anything ranging from creating fundraising ideas to evaluating the best financial option for the Chapter, the Financial Operations Chair will be responsible for and anything in between.
- b. **Financial Operations Chair Duties:**
  - I. Contact restaurants and other entities to coordinate fundraising opportunities in order to raise money for the Chapter (i.e. partial proceeds, selling chocolate bars, etc.).
  - II. Plan and organize creative fundraising opportunities (i.e. bake sale, crafts, pie contest, raffle, car wash, etc.).

- III. Research different cost-effective options and compare prices when it comes to purchasing anything for the Chapter.
- IV. Present any fundraising or cost-effective options to the Treasurer for insight and collaboration. Then present to the Executive Board for further approval.
- V. Ensure all financial records are organized and filed.
- VI. Work with the other Chairs and the Executive Board to gather financial information in regards to any potential events and/or purchases.
- VII. Report any crucial information or inquiries to the Treasurer.
- VIII. Stay up to date on the Chapter's financial standing and any other general information.
- IX. Assist in the execution of the Annual Law Forum (i.e. sending invoices, recording law school payments, etc.)
- X. Complete any other tasks assigned to you by the Executive Board.

General Information:

Name:	
Semesters left until you graduate:	
Major(s):	
Minor(s):	
E-Mail	
Phone Number:	
Number of Semesters in PAD:	
How many classes are you taking in the Fall 2020 and Spring 2021 semester?	
Other Commitments for the Fall and Spring Semester:	

**Expected Availability Fall Semester 2021**

*Please only place the times that you expect to be regularly available*

<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>Saturday</b>	
<b>Sunday</b>	

## **Written Response Questions**

- 1. Which Chair position would you like to apply?**
- 2. Why do you want this position?**
- 3. What are two long-term goals that you plan to reach while holding this Chair position and why are these your goals?**
- 4. What are three strengths that you can offer holding a Chair position for the Fraternity? Explain.**

## **Interview**

Chair interviews will take place **September 27th-28th**. Within 24 hours or less of submitting your application you will receive an email with a link to submit your availability for an interview time. The last day to submit your availability will be **September 25th at 11:59pm**. Only applications submitted by the deadline will receive this email.

If an applicant needs to have an interview prior to or after any of the interview dates, please submit your application as soon as possible and include in your email why you require this accommodation. Documentation may be requested when considering this accommodation.