Phi Delta Epsilon OH-Beta Chair Application

Please complete this application in Word and save with your first name, last name, and position. Once completed, please e-mail to Kaylee by (and no later than) the first meeting back after winter break. Chair positions will be picked as a joint effort by the old and new executive boards. You may apply for more than one.

*Name:*

*Chair Position:*

*Executive member:*

*Platform:* Please include 3-5 goals of what you hope to accomplish while in your chair position. It might be helpful to explain *why* you are setting them and what you hope this will add to the chapter.

Chair Positions

* VP of Recruitment
	+ New member chair
		- Educate new members by assisting the VP of recruitment in new member meetings. Assist in recruitment efforts. This includes but is not limited to helping schedule rooms, conduct interviews, and designing an elite recruitment platform.
	+ Big/Little chair
		- Choose eligible bigs, plan all bigs and littles social events, and conduct the big/little choosing process. Additionally, the big/little chair will manage the “big/little week” if he or she so chooses, will plan reveal, and will ensure that all littles receive her or his chosen big.
* VP of Programming
	+ Programming assistant
		- Assist the VPP in all scheduling and planning endeavors. This may include but is not limited to writing donation letters, communicating with speakers, and scheduling field trips to various medical schools.
	+ Volunteering chair
		- Plan and schedule all volunteering opportunities for the chapter in such a way that benefits everyone in the most advantageous way as well as creating diversity of opportunities
	+ Social chair
		- Plan and schedule all social events for the chapter. This includes collaborating with other chapters about social events and allowing OH beta to socialize with other chapters.
	+ Education chair
		- Keep the chapter up to date on all pre-med endeavors and things going on within the campus. Collaborate with pre-med advisors to act as a liaison within the chapter. (Ideally for an older member who has been through the processes of application and pre-med committee, etc.)
* VP of finance
	+ Philanthropy chair
		- Primarily helps with the banquet efforts. This includes but is not limited to scheduling a venue, finding a venue, designing/decorating the venue, and designing tickets. Additionally, the philanthropy chair leads the basket efforts and helps schedule the details of the banquet such as speakers and food.
	+ Fundraising chair
		- Lead external and internal fundraising efforts within the chapter. This includes reaching out to other organizations and managing fundraising efforts within the chapter.
* SRMO
	+ Historian chair
		- The historian keeps all records of minutes and other relevant information. Additionally, he or she will manage the points system. Additionally, the historian manages and creates the newsletter.
	+ Alumni Relations chair
		- He or she will be in charge of creating a system or systems to reach out to PhiDE OH beta alum to keep them engaged in the chapter and with our current members.
	+ Public Relations chair
		- Upkeeps all social media in a way that portrays PhiDE in the best light. Additionally, he or she will act as the chapter photographer.
	+ Merchandise chair
		- Designs and coordinates all merchandise efforts for the chapter.