Application for RAK Club Officer

President (Juniors and Seniors Only):

S/he is responsible for calling and running all meetings, creating agendas, e-mailing and posting announcements, preparing for the room in which the meeting is to be held and maintaining communication with the advisor and officers at all meetings.

Vice President:

S/he is responsible for running all RAK meetings in the absence of the president. The vice president assists the president in all leadership obligations listed above.

Secretary:

S/he is responsible for taking attendance at all meetings, taking notes and posting them on the website. S/he must keep an online record of the minutes for the club.

Photographer:

S/he is responsible for taking photos at meetings, fundraising activitie,s and social events. Also, s/he is responsible for providing pictures for social media, advertisements, and online club scrapbook.

Communications Officer:

S/he is responsible for creating and maintaining club social media. S/he must create advertisements for club activities/events and for providing information about upcoming events to the club members.

Anyone applying to be an officer of the RAK Club should be dedicated to RAK and plan to attend ALL club meetings, officer meetings, and events (unless you have given prior notice).

Candidates for officer positions will be required to provide 2 recommendations from unrelated employers, teachers, pastors, community leaders, club sponsors, adults etc.

Let Mrs. Mabe know if you have any questions.

Application for RAK Club Officer

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

Grade: 9 10 11 12

Position(s) sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list your extracurricular activities for this year. Be sure to list other club officer positions you are seeking, as well as other clubs you are a member of.

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In the space below, please describe why you seek this position and what your goals are for yourself and for the RAK Club this year.

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What type of leader do you think we need in the position you are applying for?

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As an officer, describe what you think your role should be at officer meetings, club meetings, events, etc.

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What other information do you think I need to know about you to determine if you are the best fit for the position(s) you have applied for.

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Name or Reference #1, Position/Relation

(Teacher, Family Friend, Pastor, Adviser, etc.)

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Name or Reference #2, Position/Relation

(Teacher, Family Friend, Pastor, Adviser, etc.)

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Reference for Random Acts of Kindness Club Officer Position

To be filled out by candidate:

Name of Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer Position(s) Sought \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be filled out by reference:

Please describe the candidate’s qualifications for being a club officer below. If you do not have information in an area please write N/A.

1. Discuss the candidate’s level of responsibility, initiative, and ability to accomplish goals.

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2. Discuss the candidate’s ability to work independently and with others.

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3. Discuss the candidate’s ability to communicate with others (verbal and written).

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4. Discuss the candidate’s ability to lead and motivate others.

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On the back please feel free to give more information about this candidate’s qualifications and ability to hold a leadership position.

Return to:

Jerri-Kaye Mabe, RAK Adviser, 1400 Priddy Road, King, NC 27021.