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| 2016 – 2017 | Officer ApplicationPosition Details | KU NAfME Collegiate |
| *This page is for your use only – please do not return it with your application! All applications are due no later than Thursday, April 14th to Fern Stevermer or Dr. Dakon. The current officers and chapter sponsor will review your application and, if selected, you will be informed and introduced to the chapter at the final meeting.*  |
| Position | Description and Duties | Requirements |
| **All Officers** | * Organize and run chapter meetings and events
* Fulfill specific requirements for each position as listed below, but also assist other officers as needed or assigned
* Strive to attend KMEA/KCOMTEP
* Act professionally as chapter representatives
 | * Must be enthusiastic about NAfME and music education at KU
* Able to attend all chapter meetings (one per month) and officer meetings (1-2 per month)
* Two officers must be entering their Sophomore year
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| **President**  | * Main representative and contact member of NAfME
* Organize regular business meetings for the chapter Executive Board and preside at those meetings
* Report chapter activities for the state and/or national periodicals
* Attend all business meetings of the State NAfME organization
 | * Has served an officer position in NAfME KU for one semester prior to applying for President
* Organizational and communication skills
* Positive attitude
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| **Vice- President of Membership** | * Assists the President in planning meetings and events
* In charge of KMEA registration and housing and all communication regarding KMEA
* In charge of chapter membership and attendance at NAfME meetings
 | * Good organizational and cooperative skills
* Willing to help lead the KU chapter and make a difference to the music education students at KU
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| **Secretary** | * Takes minutes and notes at all NAfME/officer meetings
* Runs and updates the NAfME website
* Assists the Publicist with advertisements
 | * Has regular access to a computer
* Attends all chapter/officer meetings and take notes
* Good note-taking, advertisement, and general organization skills
* Computer Skills
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| **Treasurer** | * Oversees NAfME finances, including: membership fees, deposits/reimbursements, KMEA/KCOMTEP dues, etc.
* Keeps a record of National Dues
 | * Good with basic math and financial functions
* Very well organized
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| **Publicist**  | * Decorates NAfME bulletin board on the 5th floor (once a month)
* All advertisements for NAfME meetings/events
* Main provider/organizer of refreshments for meetings
 | * Creative/artistic skills
* Access to art materials and a computer to make posters
* Willing to provide or organize refreshments
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| 2016 – 2017 | Officer Application | KU NAfME |
| **Name**First MI Last | **Classification****Fr Soph Jr Sr Grad** |
| **Position(s) Desired** | **Instrument/Voice Emphasis** |
| *Please read and carefully answer each of the following questions. Each response should be professional and well thought-out. If more space is needed, please use the back of this application form.* |
| **1. Why do you want to be a NAfME officer?** |
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| **2. What skills will you bring or add to the chapter office?** |
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| **3. What vision/points of improvement do you see for the KU chapter of NAfME?** |
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| **Additional information for consideration:** |
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| *I certify that all information on this application is true to the best of my knowledge.* |
| **Signature** | **Date** |
| *Please return this application to Fern Stevermer or Dr. Dakon by Thursday, April 14th.* |