

**Application for International Club Secretary**

**Secretary**

Name:

Major:

Year:

Cellphone:

Mailbox Number:

Please answer the following questions

1. This position comes with a duty of communicating to the General Members. What methods would you use to develop a tactic to keep General Members informed at all times?
2. How good are you with paperwork and submitting them in a timely manner?
3. One of the roles is to record the attendance of the General Members at General Member meetings. How do you plan on taking attendance to keep an accurate number of attendances?
4. You notice a few Executive Members are not attending I-Club events/meetings/office hours without valid reasons. As Secretary how will you approach in this regard?
5. The constitution and the by-laws of I-Club are a set of specific rules, regulations, and procedures in which I-Club continues to operate. It also specifies the general administrative policies. What does the constitution and the by-laws mean to you?
6. What does success mean to you?
7. What does this role mean to you and what is its importance?
8. You cover letter should address the following questions- “Why are you running for this position? What goals do you have in mind? How do you plan to accomplish these goals?”
9. Your resume should highlight your experience, internship or employment, and other leadership positions.

**Oath –** *Must be signed to be considered for a potential candidate.*

**Secretary:**

I, , hereby declare that the above information is correct and true to my knowledge. I am fully aware of the expectations of this role as outlined in the constitution and the by-laws of the International Club. I pledge on my honor to uphold my duties and responsibilities for the betterment of the International Club. I also understand that failure to maintain a good academic standing may result in loss of this position and may also result in academic probation. My signature is provided below stating that I know this document may be published for the General Members to reflect on and choose a potential candidate.

SIGNATURE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_