

Application for Italian Club Officers, Academic Year 2017-2018

*Please respond to the following questions and send the document to ItalianClub_UW@hotmail.com no later than **Monday, May 29th**.*

Name:

Class Standing: (if Senior, please include quarter of graduation).

1. In which position are you interested? President, Vice President, Secretary, Treasurer, or Public Relations Officer? (See descriptions below.)
2. What has your experience been with Italian language and culture, either at the University of Washington or elsewhere? If you are a new student of Italian, what makes you interested in being involved in Italian Club?
3. What qualities make you a good candidate for an officer position? Remember that since this is a small group, each person must be a team player but also be able to work efficiently as an individual!
4. Do you hold a job during the school year? What are your hours usually like? (If you know already).
5. Will you be available to meet *at least one hour per week* with your fellow officers? Would you be able to help with occasional evening events or weekend outings?
6. What are your ideas for Italian Club? How do you see the Club benefitting students of Italian at UW, and enriching the Italian program?
7. Will you be enrolled in at least one Italian course per quarter for this academic year?

Potential Responsibilities for each Officer:

President – The President presides at all meetings of the club and calls any necessary special meetings. He or she represents the club at official functions (such as fundraisers, outings to the Seattle International Film Festival, the Study Abroad fair, etc.) and attends any RSO meetings. The President, along with the Secretary, handles official communication with the French and Italian Studies Department and any other individuals or organizations.

Vice President – The V.P. assumes the duties of the President as needed, plans the new officer orientation and handles the re-registration of the club at the beginning of a new academic year. If possible, he or she accompanies the President to any official functions and RSO meetings, takes notes, and informs the other officers of important information.

Secretary – The Secretary is in charge of scheduling, documenting, and creating an agenda for the club's weekly meetings; then distributing any resulting important information to the officers and to the club's advisor(s). He or she also keeps a record of the members and activities of the club. Any correspondence not related to advertisement (see P.R. Officer) is handled by the Secretary and President. The Secretary also coordinates organization elections in Spring Quarter.

Treasurer – The Treasurer is responsible for handling all financial matters of the club. This includes preparing an annual budget, handling budget requests for funds to Italian Studies, coordinating fundraisers, and having a familiarity with accounting procedures.

Public Relations Officer – The P.R. Officer is responsible for any and all advertisement of the club. This includes making promotional fliers for various events and posting them in designated areas around campus (for example, on the bulletin boards in the HUB). The Officer also contacts professors and staff of the French and Italian Studies Department to inform them of events, and to schedule classroom visits when the club would like to promote an event. If the club decides to engage in any other advertising activity (such as manning a table outside the HUB), the P.R. Officer is in charge of contacting the appropriate offices to gain permission.

Officers share the responsibility of visiting classrooms throughout the year to promote events, and to advertise elections in spring quarter.