Executive Board Outline

**President**
- Maintain consistent communication with International Headquarter Representative(s)
- Plan regular meetings and prepare agendas for officers; delegate responsibilities as necessary
- Meet with other officers and advisor to select new honorary members
- Ensure the chapter meets minimal chapter standards and achieves the chapter’s targeted performance level
  - Assist in organizing, planning, and implementing initiatives to ensure the overall success of the chapter
- Network and partner with other student organizations with programs and activities
- Work with the Chapter Advisor to plan a calendar of activities for the upcoming year

**Vice President**
- Fulfill President’s duties in their absence and assist President in the completion of the duties as needed
- Alumni Director
  - Serve as the contact person for encouraging alumni involvement with the chapter
  - Collect new contact information from Alumni and non-Nova email addresses from graduating students to help keep them connected to the society
  - Recruit alumni speakers for chapter events
  - Send updates to Alumni throughout the year
- Plan and coordinate at least one social activity for chapter members per semester/term
o Coordinate the planning and implementation of the New Member Recognition Event

**Secretary**
- Record and prepare the minutes of each Executive Board and chapter meeting to distribute to appropriate recipients
- Distribute messages from Chapter Advisor, Chapter President, and other officers to all chapter members
  - Manage all incoming and outgoing chapter correspondence
- Prepare and deliver the New Member Recognition Event invitations to the administrators and faculty
- Mail all new member joining forms and fees to the international headquarters by membership deadlines
- Serve as chapter archivist and historian
  - Oversee the completion of activity and semi-annual reports
  - Obtain and organize important chapter documents with the chapter’s future reference

**Treasurer**
- Manage all financial transactions of the chapter with guidance from the chapter advisor
- Receive and distribute chapter funds
- Work with the President and Advisor to prepare an accurate budget for the chapter within one month of the new academic year
- Attend Treasurer Training with the Main Campus Accounts Office
- Balance the chapter account and report to the chapter and advisor at least once a month
- Complete accounting reports as required by national headquarters

**Community Outreach Chair**
- Coordinate efforts to promote awareness of Golden Key on campus with key constituencies, particularly targeting eligible students during the annual membership drive
- Coordinate all publicity for chapter activities and events
  - Promote meetings and activities to the membership and campus-at-large
  - Promote Golden Key opportunities to non-members through information and advertising
- Explore any creative methods of advertising or publicity to increase awareness
*Please note that additional positions may be available depending on current membership needs at your respective site.

REQUIREMENTS:

• Candidates must maintain a 3.75 GPA throughout their term of office.
• Officers must be able to serve a full term from August 1, 2012 – May 1, 2013.
• Officers must attend training at their respective Student Educational Center on the Assistant Director’s designated date.
• Officers must abide by the NSU Code of Conduct and mission of the Division of Student Affairs.
• Officers must agree to serve on behalf of all NSU students, regardless of academic program of study.
• Officers must remain NSU students in good standing during their time of service in SGA.
NOVA SOUTHEASTERN UNIVERSITY
Golden Key Honour Society
Executive Board
APPLICATION FORM

NSU ID Number: N_________________________

Name:________________________________________________________________ (First)                                   (Middle)                                   (Last)

Tel # ____________________________ NSU Email: __________________________@nova.edu

Home Address: _______________________________________________________________

City: ______________________________ State: ___________ Zip: ___________

Degree: ___________________________ Academic Program: ___________________________

Cumulative GPA: __________

In which city do you live / attend NSU (circle one below):
  Fort Myers     Jacksonville    Orlando    Miami-Kendall    Palm Beach    Tampa

Please type your responses to the following on a separate sheet of paper and submit with this application form:

1. List any co-curricular involvement and special interests (i.e., student organization membership, community involvement, hobbies).

2. List any leadership positions that you currently hold or have held in the past (please include dates positions were held).

3. Why are you interested in leading your NSU Chapter of the Golden Key International Honour Society?

Return your completed application to us by email to secstudentaffairs@nova.edu