



Before proceeding with the application, please read over the following officer expectations:

- Officers are required to go to 80% of all club events.
- Officers are required to attend meetings every Wednesday (officer and general meetings).
- Candidate must be a paid and active member for fall 2021 and spring 2022 and in good standing with the club.
- Complete this application and return it via email to the President on or before **March 23rd, 2022, by 11:59 pm.**
  - **msupvcpresident@gmail.com**
- The following position descriptions cover the primary responsibilities, but are not all inclusive depending on the year-to-year needs of the club.

## **MSU Pre-Veterinary Club Officer Duties**

### **President:**

- Hold General Body and Officer Meetings
- Create agenda for meetings
- Manage, delegate, and oversee other officer's tasks
- Mediates conflict or concerns with members or officers
- Represents club at CFR Dean's Council each month
- Represents club at functions held by other departments
- Liaison between PVC and campus and other clubs/colleges
- Promotes interest in veterinary medicine
- Finds opportunities to enhance members experience and knowledge of veterinary medicine
- Order officer and advisor polos
- Register the club with the APVMA

### **Vice President:**

- Find speakers for each meeting, including the end-of-year banquet.
- Obtain a gift for each speaker.
- Coordinate and run chosen fundraisers and fundraiser committee.
- Come up with, organize, and coordinate a major semester fundraiser. This includes but is not limited to printing tickets through Copy Cow, developing member ticket packets, keeping track of who has tickets and tickets sold, communicating with event venue, ensuring tickets get sold, and organizing money with Treasurer.
- Assume Presidential duties in the absence of the President.

### **Secretary:**

- Record general body and officer meeting minutes; post the meeting minutes on Google Drive.
- Take attendance at general body meetings.
- Keep track of members' active status throughout semester.
- Organize and coordinate Pup N' Suds and Academic Workshop.
- Coordinate and run Pup N' Suds/Academic Workshop Committee.



- Coordinate and run VETTCO.

**Treasurer:**

- Collect member dues, t-shirt money, and any other fees.
- Handle all bank transactions.
- Manage receipts and purchases for club.
- Create a budget for the year, including individual events.
  - o Ensure club and officers stay within the budget throughout year.
- Maintain updated account balances.
- Responsible for debit card.
- Deposit money received each week; more frequently as needed.
- Order club t-shirts (with President).
- Organize any other fundraisers if officers choose (restaurant nights, concessions, etc...).
- Coordinate with the Symposium chair to run Symposium Committee.

**Social Chair:**

- Plan, organize, purchase, and deliver food and drinks to each meeting.
- Plan and decorate for the Halloween and Thanksgiving meeting.
- Plan and organize the end-of-year banquet.
- Plan and organize other social events and trips: (e.g., Zoo, Buffalo Park, movie nights, etc...).
- Coordinate and run the Social Chair committee.

**Public Relations:**

- Make brochures, flyers, posters, and other paraphernalia to promote meetings and events held by the club.
- Post flyers in campus buildings at least 1 week before general meetings.
- Submit advertisements to radio stations and newspapers and post flyers around Starkville and campus buildings for major events such as fundraisers.
- Take pictures at all club events or have another member/officer take pictures.
- Post pictures in Google Drive.
- Attend recruitment events during the summer.
- Attend recruitment events during the fall and spring semesters.
- Create annual scrapbook at end of spring semester.
- Create an annual PowerPoint with pictures for the end-of-year banquet.
- Coordinate and run Public Relations committee.



**Webmaster:**

- Manage, update, and maintain the club's email, Facebook, Instagram, Twitter, Cowbell Connect and other social media accounts.
- Make event forms on Cowbell Connect for all general meetings and events.
- Post flyers on all social media for general meetings 3-4 days in advance; major events a couple weeks in advance.
- Post general meeting minutes and updates on the website.
- Communicate with OCHS, West Point Animal Shelter, Homeward Bound, etc. for volunteer orientations and other information.
- Put PVC sign-in sheets at OCHS, West Point Animal Shelter, etc.; collect the sheets throughout the semester.
- Log members' community service hours.
- Find community service opportunities for members.
- Coordinate and run the Community Service committee.

**Symposium Chair:**

- Plan, coordinate, and execute all logistics related to the club attending the APVMA Symposium or a similar trip as chosen by the officers (itinerary, transportation, and lodging).
  - Book hotels and transportation for Symposium.
  - Communicate with APVMA and host school on any questions or concerns.
  - Send sponsorship letters to departments for funding the trip (work with Treasurer on this).
  - Coordinate with Treasurer to run the Symposium committee.
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## MSU Pre-Veterinary Club Officer Application

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

NetID: \_\_\_\_\_

Desired Position:

- President
- Vice President
- Secretary
- Treasurer
- Social Chair
- Public Relations
- Webmaster
- Symposium Chair

**NOTE:** You will be allowed to roll down to a different officer position the day of elections if you are unsuccessful with the previous position. Please indicate on the list of positions above if you plan on rolling down, indicate "1" by your preferred position, then "2" for your first roll down, "3" for your second roll down. Roll downs can only go in a decreasing order. For example. You can choose Vice President as #1 and Secretary as #2. You cannot choose Secretary as #1 and then Vice president as #2.

1. If elected, would you be able to attend officer meetings?
  - Yes
  - No
2. If elected, would you be able to attend general meetings?
  - Yes
  - No
3. Please list any conflicts or involvements you will have throughout the year including other clubs, sports, etc....

4. Have you held a leadership position in the past?
  - Yes
  - No

5. If yes, what position was held



6. Why do you want to be an officer?

7. What specific things can you contribute to the club as an officer? **(Please answer this question separately for each position you are running for including possible roll downs)**