**ALPHA EPSILON DELTA**

**FLORIDA BETA CHAPTER**

**EXECUTIVE BOARD/Chairmen APPLICATION**

**2023-2024**

Thank you for choosing to apply to the Alpha Epsilon Delta Executive Board. On behalf of the AED Executive Board Senior Committee, we wish you the best of luck!

The AED Executive Board Application is due at

**11:59 pm on March 22nd, 2023.**

You will receive a confirmation email upon submission. Please email your application to the current AED President, Jessica Santamaria, at:

**president.aedfsu@gmail.com**

The AED Executive Board Senior Committee is composed of the graduating seniors who are currently on the Executive Board. After reviewing your application, the Senior Committee will let you know if you have moved on to the interview stage of the application process. The interview is conducted with the entire Senior Committee. If selected for an interview, you will receive additional instructions at that time.

*Here’s a breakdown of the qualities that the Senior Committee is looking for/will be emphasizing:*

* Thoughtfulness and attention to detail when completing the application (no grammatical mistakes, spelling errors, etc.)
* Involvement in and passion for AED (being able to communicate your experiences well and show enthusiasm for AED)
* Innovative ideas to make AED even better (attainable, realistic, and well-thought-out ideas will show the committee your dedication to making these ideas a reality)
* Leadership and teamwork qualities

**All AED Executive Board members must be available every Wednesday from 6:30pm to 9:00pm for Executive Board meetings and general body meetings.**

Please reach out to me at [president.aedfsu@gmail.com](mailto:president.aedfsu@gmail.com) if you have any questions about the position!

Again, we wish you the best of luck and look forward to learning more about you.

*-Jessica Santamaria,* *President of Alpha Epsilon Delta, Florida Beta Chapter*

**Relevant Dates:**

*President Elect Interviews:* **March 27 - 28, 2023**

*All other position interviews:* **March 28 -April 3, 2023**

*Slated Executive Board Member Presentation to General Body:* **GBM 6, April 5th, 2023**

*Induction and Eboard Banquet: TBD*

**Instructions For Submitting Applications:**

1. Fill out this document by entering information where prompted.
2. Send an email to Jessica Santamaria at [president.aedfsu@gmail.com](mailto:president.aedfsu@gmail.com) with the following attachments:
   1. This document (filled out)
   2. **Resume/CV**

General Information

**Top of Form**

**Name:**

**Year in School:**

**Major:**

**Graduation Date:**

**Date of AED National Induction:**

**Telephone:**

**FSU Email:**

**Cumulative GPA:**

**Science GPA:**

**Future Graduate School/Career Plans:**

Additional Information

Will you be in Tallahassee this summer? Yes ☐ No☐

Please describe your plans and availability for this summer.

**Positions applying for, maximum of three.** *(Please rank 1-3):*

\_\_\_\_ Vice-President

\_\_\_\_ Treasurer

\_\_\_\_ Secretary

\_\_\_\_ Historian

\_\_\_\_ Fundraising Director

\_\_\_\_ International Outreach Director

\_\_\_\_ Mentor Program Director

\_\_\_\_ Internal Service Director

\_\_\_ External Service Director

\_\_\_\_ Special Events Director

\_\_\_\_ Membership/Public Relations Director

\_\_\_\_ Academic Chair

\_\_\_\_ Dance Marathon Chair

\_\_\_\_ Service Chair

Short Responses:

1. **What do you feel qualifies you for these positions? Please provide specific examples for each qualification you list.**
2. **What do you feel are the attributes of a great leader? Which of these qualities do you possess? Please provide specific examples.**
3. **Please list your AED involvement and expand on an event that was your favorite/most meaningful.**
4. **What positive changes or innovative ideas do you have for AED? Please be as specific as possible on how you plan on implementing these changes. (Bulleted list is fine)**
5. **Please discuss an ethical situation you have encountered and how you handled it. (You can choose any ethical situation that you feel is appropriate for the application).**
6. **Please discuss a time in your life when you have worked on a team. What do you think is the most important aspect of teamwork?**
7. **In one sentence, please state why AED will benefit from you being selected as the position you are applying for. (One sentence for each position you are applying for)**
8. **What other extracurricular will you be involved with this coming school year? (inside & outside of FSU – bulleted list is fine) How do you plan on balancing your AED Executive Board duties with other activities?**

Anything Else?

Please use this space to discuss anything additional that was not addressed in the rest of the application. This section is completely **optional**, so please only include something if you truly feel like you need to.

**Description of Executive Board Position Duties**

*As stated in the Alpha Epsilon Delta, Florida Beta Chapter Constitution & Bylaws:*

The officers of the chapter shall be President, Vice-President, Secretary, Treasurer, Historian, Special Events Director, Internal Service Director, Internal Service Director, Fundraising Director, International Program director, Mentor Program Director, Membership and Public Relations Director, Service Chair, Dance Marathon Chair, Academic Chair.

Requirements for all chapter officers are as follows:

* Must be a nationally inducted Alpha Epsilon Delta member (unless applying to chair position)
* Possess the minimum science and cumulative GPA requirement of a 3.2
* Be in good standing with the local Alpha Epsilon Delta chapter by actively participating and partaking in meetings and events
* Only students enrolled at least part-time can be considered official members of a recognized student organization and participate in the election process or hold officer positions

Officer positions shall be selected during the spring semester of the school year. The term of office shall be for the following summer, fall and spring semesters. Other positions, as seen necessary by the chapter, may be up for election during the election cycle. They will undergo the same process as other officers getting elected.

**VICE PRESIDENT**

The Vice President is responsible for creating opportunities for the Florida Beta members and executive board as well as supporting the President in any way the executive board sees fit. This officer functions in the following capacities:

* Fulfill all presidential duties in the absence of the President
* Become the active President should the President no longer be able to fulfill their duties or should the President resign or be voted out of office by the two-thirds vote of the executive board.
* Recruit and serve as a liaison with all guest speakers
* Maintain diversity in guest speakers to ensure all pre-health students (nursing, pre-PT, pre-PA, pre-med, etc) feel welcome.
* Organize an Executive Board retreat with other AED organizations in our region (Region 3)
* Organize the Florida Beta Chapter’s Executive Board Retreat
* Organize workshops for Florida Beta members
* Organize events that are specifically for inducted members and intended to promote national induction of members
* Plan and coordinate one medical school tour within the southeast United States for members
* Assist the President in planning and coordinating the Florida Beta annual Dean’s Day event.

**SECRETARY**

The Secretary is the person who is responsible for all chapter and membership records. This officer functions in the following capacities:

* Fulfill all Vice Presidential duties in the absence of the Vice President
* Become the active Vice President should the Vice President no longer be able to fulfill their duties, resign, be voted out of office by the two-thirds vote of the executive board, or move up to the role of active President.
* Maintain official minutes of all chapter Executive Board meetings
* Maintain the AED Canvas site and induction points roster, and email each member after receiving their affiliate member application with more information about the chapter
* Maintain the permanent Chapter Roll book containing the signature, home address, email address, and phone number of each person inducted into the National Honors Society.
* Sign the complete the AED Membership Record Form for all new national members.
* Forward all AED Membership Record Forms along with a check for the total membership fees to the AED National Office
* Maintain a file of all completed membership records submitted to the National Office along with a copy of the “Chapter Batch Total” printout
* Enter points into Canvas within at least one week post-event (members have one week to dispute point discrepancies).
* Send an email to all chapter members once weekly to inform them of ongoing chapter activities
* Maintain Remind 101 communication as approved by the fellow executive board members
* Maintain chapter relationships with alumni through an alumni association
* Send a bimonthly newsletter to alumni, Regional Directors, and National Directors that includes events in the chapter as well as opportunities for alumni to support the chapter through shadowing opportunities, internships, donations, scholarships for national induction, or any other way agreed upon by the executive board
* Coordinate all alumni sponsorships with members who are not able to afford their own national dues
* Send an email to each member slated for national induction that includes:
  + Notification of election to membership in Alpha Epsilon Delta
  + Objectives of the Society
  + Membership Record Form and instructions for completing the Membership Record Form
  + Fees
  + Date and time of induction banquet
* Contact information for chapter President, Secretary, and Advisor in case the member-elect requests further information about the national society.
* Take on the responsibilities of the Academic Chair should there not be enough executive board applicants or should the Academic Chair no longer be able to fulfill their duties.
* Oversee and assist the Academic Chair in their duties and ensure they fulfill their duties in a satisfactory manner.

**TREASURER**

The Treasurer is the person who is responsible for conducting the chapter’s financial business.  This officer functions in the following capacities:

* Become the active Secretary should the Secretary no longer be able to fulfill their duties, resign, be voted out of office by the two-thirds vote of the executive board, or move up to the role of active Vice President. In this event, the Treasurer would still remain the active Treasurer.
* Create the official AED budget for the year based on the average income of the previous three years and approved by the chapter President and Vice President.
* Work with the chapter President and Vice President to determine the member dues.
* Maintain an accurate account of all financial transactions for the permanent records of the Chapter and collects all membership dues.
* Transfer the chapter bank account from the current President and Treasurer to the future President and Treasurer at the end of the Spring semester.
* Provide the Secretary with a check covering the total national membership dues for all initiates that are submitted to the AED National Office.
* Organize the National Induction Banquet (Location, invites, etc.) to be held in the Spring semester for chapter members who have been nationally inducted in the previous school year.
* Coordinate the submit the annual financial audit report to the National AED Officers. This is due February 1st of every year.
* Update the non-profit status with the Internal Revenue Service using the 990-N (e-postcard)  at the beginning of each Spring semester.
* Keep the previous 6 years of receipts for all expenses in the Treasurer lockbox.  Each year’s receipts should be kept in a separate envelope with the name of the Treasurer responsible and a phone number written on the envelope.

**HISTORIAN**

The Historian is the person who is responsible for maintaining the present chapter records. This officer functions in the following capacities:

* Design, order, and distribute member T-shirts and Sweatshirts.
* Sell old chapter merchandise at the General Body Meetings.
* Take photos at every chapter event and upload it to the drive.
* Update the chapter website after each general body meeting or as necessary.
* Update social media sites (Facebook, Instagram, and Snapchat).
* Make a Facebook event for each chapter event (GBM’s, drives, socials, special events, etc).
* Upload photos of AED events on all social media sites.
* Create ***THE SCALPEL*** report and submit it to AED National. (Once per school year)
* Order all Spring gifts at the beginning of each Spring semester after coordinating with the Secretary to determine how many of each gift is necessary based on the number of years members have been a part of the chapter.

**MEMBERSHIP AND PUBLIC RELATIONS DIRECTOR**

The Membership and Public Relations Chair is the person who is responsible for creating events that will provide a network for chapter members and advertise for the organization around campus. This officer functions in the following capacities:

* Arrange two to three social events each semester to increase member retention and networking.
* Host a holiday banquet at the end of the Fall semester with end-of-semester awards.
* Oversee and assist the Intramural Sports Chair in their duties and ensure they fulfill their duties in a satisfactory manner .
* Handle chapter publicity, including preparation of posters and notices for meetings, chapter activities, and news releases around campus (Ex. chalking, passing out fliers, speaking at freshmen classes, etc.).
* Act as liaison between members and the AED Executive Board.
* Take on the responsibilities of the Intramural Sports chair if there are not enough executive board applicants or if the Intramural Sports chair can no longer fulfill their duties.
* Register for any tabling events or involvement fairs that happen around campus, and attend with the table cloths and AED Information Board.
* Organize and set up the meet and greet event in the College of Medicine atrium between general body meetings 1 and 2.
* Organize chalking at a set time every week, open to all chapter members

**INTERNAL SERVICE DIRECTOR**

The Service Chair is the person who is responsible for encouraging community involvement and providing community service opportunities to the members. This officer will function in the following capacities:

* Coordinate with campus and community organization to provide volunteer opportunities to members.
* Maintain records and contacts of communication to pass on to the following service chair.
* Attend all service events (exception: emergency, leaving town for a legitimate reason, etc.).
* Email secretary updates, etc. Ex. Send out a donation drive email to secretary the Sunday before GBM.
* Oversee and assist the Service Chair in their duties and ensure they fulfill their duties in a satisfactory manner.

**EXTERNAL SERVICE DIRECTOR**

The External Service Chair is the person who is responsible for organizing service events within the southeast United States but outside of Leon County.  This officer will function in the following capacities:

* Plan and organize one weekend trip to an underserved community in the southeast United States per academic semester.
* Plan the two fundraising events for each external service trip with the Fundraising Director.
* Plan and organize one weekend volunteering at Camp Boggy Creek per academic semester with a group of chapter members.
* Organize and meet with the group attending each external service trip.
* Attend and run the two fundraising events for each external service trip.
* Delegate any extra tasks to the Service Chair, who they shall help oversee and ensure they are completing tasks in a satisfactory manner.
* Oversee and assist the Philanthropy Chair in their duties and ensure they fulfill their duties in a satisfactory manner
* Take on the responsibilities of the Philanthropy Chair should there not be enough executive board applicants or should the Philanthropy Chair no longer be able to fulfill their duties.

**SPECIAL EVENTS DIRECTOR**

The Special Events Chair is the person who is responsible for encouraging campus wide involvement at various events. This officer will function in the following capacities:

* Organize teams and coordinate with campus events and organizations to support causes of interest, including but not limited to: Relay for Life, the St. Jude’s Walk/Run, the JDRF One Walk, the Walk to End Alzheimer’s, etc.
* Work closely with the Fundraising Director to support teams through hosting the proper number of fundraising events as outlined in the Fundraising Director’s duties.
* Interview and select committees to assist in planning big special events.
* Attend meetings hosted by fundraising organizations.
* Attend all special events.
* Take on the responsibilities of the Dance Marathon Chair should there not be enough executive board applicants or should the Dance Marathon Chair no longer be able to fulfill their duties.
* Oversee and assist the Dance Marathon Chair in their duties and ensure they fulfill their duties in a satisfactory manner.

**INTERNATIONAL OUTREACH DIRECTOR**

The International Outreach Director is the person who is responsible for leading a team internationally to help provide healthcare to an underserved community. This officer has attended the mission trip in a previous year, and will function in the following capacities:

* Find an organization for AED to partner with for the international medical mission trip.
* Interview and select the team of members for the trip.
* Work closely with the directors of the organization to assist in outreach and volunteer activities.
* Attend the international medical mission trip as “Team Leader” to provide support and guidance to the team.
* Work with the Fundraising Director to host a minimum of three fundraising events leading up to the trip.
* Fill out all necessary paperwork and attend all hearings to receive funding for part of the travel through the Student Government Association with the President and the Treasurer.

**MENTORSHIP PROGRAM DIRECTOR**

The Mentorship Director is the person who is responsible for the overall success of the Mentorship programs within the chapter. This officer has previously been part of the program and will function in the following capacities:

* Organize a system of pairing mentors and mentees based on application speed dating event.
* Develop a new system to revive the mentorship program with the approval from the President and Vice President.
* Plan monthly meetings and host two to three mentorship socials per academic semester.
* Partner with and maintain relationships with Florida State University College of Medicine M.D. and P.A. students to be mentors for nationally inducted members.

**FUNDRAISING DIRECTOR:**

The Fundraising Chair is the person who is responsible for fundraising for Alpha Epsilon Delta Events and for the chapter at large.  This officer will function in the following capacities:

* Arrange two Share-It-Nights around the Tallahassee area **each** semester (2 in the Fall and 2 in the Spring)
* Arrange and plan 1 fundraiser for each small special event including but not limited to the JDRF One Walk, the Making Strides Against Breast Cancer Walk, the St. Jude Walk/Run to End Childhood Cancer, the Big Bend Heart Walk, the Walk to End Alzheimer’s with the Special Events Director.
* Arrange and plan 2 fundraisers for each big special event including but not limited to Light the Night and Relay for Life with the Special Events Director.
* Arrange and plan 2 fundraisers for each external service event (not including Camp Boggy Creek), of which there will be at least one per semester with the External Service Director.
* Arrange and plan 3 fundraisers with the Philanthropy Chair for the autism philanthropy they have chosen.
* Arrange and plan 3 fundraisers with the Special Events Director and Dance Marathon Chair for Dance Marathon.
* Arrange and plan 3 fundraisers with the International Outreach Director for the International Outreach Trip.
* Execute one fundraiser at each GBM, which can be a bake sale, a raffle, or another idea approved by the President and Vice-President.
* Delegate and oversee fundraising for Dean’s Day including sponsorships, item donations, raffle donations, and any other items as seen fit by the Fundraising Director and the President with the Chairs and Executive Board.

**SERVICE CHAIR**

The service chair is a person who is responsible for aiding with service projects in the organization by helping the Internal Service Chair and the External Service Chair.  This leader will function in the following capacities:

* Coordinate a donation drive for each General Body Meeting
* Aid the Internal Service Director and External Service Director in their duties with coordinating events.
* Act as the Internal Service Director should they not be available to fulfill their duties.

**ACADEMIC CHAIR**

The academic chair is a person who is responsible for coordinating tutoring and study group programs as well as aiding the mentorship program director.  This leader will function in the following capacities:

* Communicate with potential tutors to ensure they help students in a class they feel comfortable helping with (must have earned a B+ or higher in the class).
* Pair tutors to students and/or study groups based on classes they are interested in helping with.
* Aid the Secretary with any tasks they seem fit.

**DANCE MARATHON CHAIR**

The Dance Marathon chair is a person who is responsible for coordinating the Dance Marathon team with the organization.  This leader will function in the following capacities:

* Coordinate and meet with the Dance Marathon team regularly to maintain communication with Alpha Epsilon Delta members.
* Work with the Fundraising Director to help coordinate three fundraisers for the Dance Marathon team.
* Attend and assume responsibility for all fundraising events for Dance Marathon.
* Attend the Dance Marathon event and assume responsibility for the Alpha Epsilon Delta team at the event.
* Attend all Dance Marathon meetings and relay all information to the Executive Board and the team.
* Act as the Special Events Director should they not be available to fulfill their duties.