**ALPHA EPSILON DELTA**

**FLORIDA BETA CHAPTER**

**PRESIDENT ELECT 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 President 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!

**Relevant Dates:**

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

*All other position interviews:* **March 28-March 31, 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 Induction:**

**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:

If you were not elected for President, what position(s) would you like to be considered for?

**Please describe your thoughts on how to successfully continue and/or improve Dean’s Day:**

Short Responses:

1. **What made you decide to apply for Alpha Epsilon Delta President?**
2. **What do you feel qualifies you for this position? Please provide specific examples for each qualification you list.**
3. **Please provide details about your AED involvement and expand on an event that was your favorite/most meaningful. Be sure to include any leadership roles, involvement in committees, etc.**
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. (A bulleted list is fine.)**
5. **As AED President, you will not only be expected to complete your job, but also work with the other Executive Board members to solve problems and assist when needed. How do you plan to hold your Executive Board members accountable?**
6. **How comfortable do you feel with delegating, balancing responsibilities, and ensuring AED runs smoothly? Please support your response with specific examples.**
7. **What other extracurricular activities will you be involved with this coming school year? How do you plan on balancing your role in AED with other activities? (Inside & outside of FSU – bulleted list is fine)**

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
* 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.

**PRESIDENT**

The leadership of the President is a key element in chapter success. The President has already served on the Executive Board for at least one year and is responsible for chapter functions including the following:

* Induct new national members
* Initiate and develop chapter programs and activities
* Appoint committees to carry out chapter functions
* Distribute the ***THE SCALPEL*** for circulation among members
* Determine that other chapter directors, chairs, and committees perform their duties in a satisfactory manner and submit timely reports
* Choose the Senior Selection Committee and, with the committee’s help, choose executive board officers to be slated for the following school year.
* Lead, organize, plan, and reserve rooms for the general body meetings, executive board meetings, International Outreach team interviews, Executive Board interviews, and Dean’s Day.
* Support and manage all other executive board positions
* Work with Treasurer to determine the member dues and budget
* Maintain order of all AED events throughout the year
* Create General Body Meeting powerpoint presentations
* Coordinate with the Secretary to help maintain NoleCentral and Canvas organization for information distribution to members
* Meet with the Chairs once at the beginning of each semester and after each General Body Meeting
* Maintain contact and correspondence with AED National Office and Regional Director, keep the names and addresses of the chapter officers up-to-date, and submit Chapter Information Form\* (CIF)