



Application Form for Tri-M Executive Board

Return this completed form by **Friday, February 14th, 2020** to the Music Office.

Name _____ Are you a current junior? (circle one) Yes No

Are you already inducted into Tri-M? (circle one) Yes No

The following positions are open for the 2020-2021 academic year:

President

- Presides over chapter meetings
- Develops meeting agenda
- Represents chapter on and off campus
- Facilitates formation of chapter goals

Vice President

- Publicizes meetings and other activities
- Schedules guest speakers
- Plans events with Secretary and Historian

Secretary

- Records Chapter Minutes
- Handles chapter correspondence
- Plans events with Historian and Vice President
- Teaches TRI-M song

Treasurer

- Maintains chapter's financial records
- Head of fundraising

Historian

- Keeps record of chapter activities
- Prepares induction ceremony program with New Member Facilitator
- Plans events with Secretary and Vice President

Service Coordinator

- Maintains volunteer hour summaries
- Coordinates volunteers at scheduled events
- Communicates with volunteers regarding upcoming opportunities

New Member Facilitator

- Maintains membership records
- Prepares chapter roster
- Prepares induction ceremony program with Historian
- Communicates with new members regarding upcoming deadline

Position for which you are applying: _____

Please write a paragraph on why you would like to be in this position and what strengths you would bring to the executive board: (if you need more room, continue on the back)

I understand that the position for which I am applying may not be the position I am offered, and that I may not be offered a position at all.

Signature of Applicant _____