



2023-2024

Officer Application Packet

Congratulations on your decision to exercise your leadership skills by applying for an office within the Alpha Zeta Pi Honor Society at Rogue Community College.

Applications for appointed positions will be accepted until they are filled.

Once this application is submitted, you will be asked to schedule a personal interview with Alpha Zeta Pi Officers and staff.

This application should be submitted via email to NKieffer@roguecc.edu

Enclosed in this packet, you will find information that is vital to applying for an appointed office. Please familiarize yourself with the information. If you have any questions regarding these guidelines or the process, please contact Nicole Kieffer for clarification.

Contact information:

Nicole Kieffer
AZP Faculty Advisor
541-956-7324
NKieffer@roguecc.edu

AZP General Information

The purpose of Alpha Zeta Pi at Rogue Community College shall be the promotion of scholarship, the development of leadership, service, and the cultivation of fellowship among qualified students of this college.

AZP officers must be dedicated to serving all people in order to enhance and improve life both on campus and in their communities. A successful student officer needs to be able to devote a great deal of time, effort, and energy to their AZP leadership tasks.

The campus community looks to the AZP officers to set the example for leadership, service, and the cultivation of fellowship. AZP officers are highly motivated advocates for AZP members, the students of RCC, and their communities. Officers are dynamic student leaders who act with honesty, integrity, and strive for positive change. Once appointed, you will need to be prepared to jump right in and get started in your role as an officer.

Eligibility for Candidacy

Candidates applying to an officer position with AZP must meet the following minimum requirements:

- Must be an official member of RCC's AZP Honor Society
- Currently enrolled in and maintain a minimum of 8 credit hours at RCC
- Must have and maintain a cumulative Grade Point Average (GPA) of 3.65 or higher

General Qualifications

- Candidates must be familiar with the role of AZP at Rogue Community College.
- Candidates must be competent with Microsoft Office programs such as Word, Excel, Outlook, and TEAMS.
- Candidates should have a strong desire to improve Rogue Community College and their community through the creation and promotion of volunteer opportunities.
- Candidates that are self-starters and are capable of working without direct supervision are preferred.
- Candidates with a strong knowledge of RCC, its systems, procedures, and faculty are preferred.

General Responsibilities

1. Maintain the weekly minimum of two AZP related volunteer hours, this includes office hours and attending AZP officer and member meetings as scheduled during the term.
2. Must maintain weekly verbal and/or electronic communication with their team, Advisor, and other campus counterparts.
3. Communicate effectively and in a professional manner with AZP officers, students, faculty, staff, and community partners.
4. Recruit new officers for open positions.
5. Train the replacement officer for their position, according to the AZP By-Laws.
6. Create and participate in various campus and community events.
7. Maintain an elevated level of professionalism while acting as an officer of the AZP Honor Society.

Time Commitment

- Attend leadership training and development as provided.
- Training with the outgoing officers, to take place prior to officially taking office.
- Attend AZP Officer meetings.
- Attend AZP Member meetings.
- Service activities development and implementation, as determined by AZP officers or Student Leaders.

Compensation

An officer shall receive a tuition voucher for fall, winter, and spring terms, equal to no more than 4 credits of tuition, excluding all fees. The voucher will be applied to the Officer's student account at the end of each term of service.

AZP Positions

PRESIDENT

The President is an appointed position on the AZP Honor Society, and this officer shall meet the following qualifications and responsibilities:

Qualifications

- Candidates for the President position must be familiar with Parliamentary Procedure.

Responsibilities

1. Chair and attend all Alpha Zeta Pi meetings. Coordinate with the VP to chair in their absence.
2. Be vested with the power to act for AZP where time necessitates, and report such action at a regular AZP Meetings.
3. Veto any action taken by the AZP Officers which the President feels is not in the best interests of the honor society.
4. Vote only in case of a tie.
5. Interpret the AZP Bylaws and carry out the provisions of the AZP Bylaws.
6. Serve as the Chair of the AZP Bylaws Review Task Force.
7. Appoint and establish any necessary committees to include reviewing and revising the chapter bylaws if necessary.
8. Present service projects or any other business to the organization.
9. Organize and support at least one major AZP function per school term (fall, winter, and spring).
10. Serve to represent RCC at service projects.
11. Coordinate and oversee the officers of AZP.
12. Work with the AZP Faculty Advisor to maintain consistent check-ins and training with the officers of the Alpha Zeta Pi Honor Society.
13. Maintain consistent contact with the AZP officers, advisors, and members.
14. Be willing to speak at the annual induction ceremony and dinner.

VICE PRESIDENT

The Vice-President is an appointed position on the Alpha Zeta Pi Honor Society, and this officer shall meet the following qualifications and responsibilities:

Qualifications

- Candidates for Vice-President must be familiar with Parliamentary Procedure.

Responsibilities

1. Chair AZP meetings in the President's absence.
2. Perform all duties of the president in the event of absences.
3. Assist the President with presenting service projects or any other business to the organization.
4. Participate in service activities.
5. Coordinate with the AZP President to represent RCC at major campus and community functions.
6. Assist with the organization and running of the induction ceremony and dinner.
7. Be willing to speak at the annual induction ceremony and dinner.
8. Act as meeting chairman.
9. Maintain post-event evaluations of AZP sponsored events and activities on the AZP drive.

10. Maintain documentation of each AZP sponsored event or activity for future reference and/or training on the AZP drive.
11. Coordinate officer elections and prepare for new officer orientations.
12. Attend all officer and member meetings.
13. Attend and participate in college committees.

BUSINESS SPECIALIST

The Business Specialist Officer is an appointed position on the Alpha Zeta Pi Honor Society, and this officer shall meet the following qualifications and responsibilities:

Qualifications

- Candidates preferred to be familiar with event planning.
- Preferred candidates have familiarity with general secretarial skills, taking minutes, creation of agendas, and written and oral communications.

Responsibilities

1. Prepare the agenda before each scheduled AZP meeting.
2. Attend and take the minutes for the AZP meetings.
3. Type and distribute the AZP meeting minutes.
4. Record all action items voted on during AZP meetings and maintain as permanent record.
5. Report on upcoming activities at each AZP meeting.
6. Be responsible for keeping a record of attendance for AZP meetings and events.
7. Promote all AZP events and activities in a timely manner to our campus community, including the development of flyers, posters, and other materials.
8. Ensure other college departments are informed of AZP activities and opportunities and have the necessary materials to promote them.
9. Ensure tasks related to the creation of service projects are completed and procedures are followed to include maintaining documentation on all activities.
10. Advocates and connects AZP students to a variety of volunteer service projects both on campus and within the local communities.
11. Assist with the creation of AZP marketing materials aimed at increasing honor society membership.

AZP HONOR SOCIETY APPLICANT INFORMATION

Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
Student ID:						
Position Applied for						
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Preferred RCC Campus (RWC, TRC, RVC):						

EDUCATION

High School				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address				
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES

Please list three references. Instructors, staff, previous, or current employers are acceptable.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT/VOLUNTEER POSITIONS

Company

Phone

Address

Supervisor

Starting
Job TitleEnding
Job Title

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company

Phone

Address

Supervisor

Job Title

Ending
Job Title

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company

Phone

Address

Supervisor

Job Title

Ending
Job Title

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference? YES ☐ NO ☐**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to a position, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

We suggest that you keep a copy of your application materials for future reference.

For Official Use Only

(Candidates please do not write in this box)

Previous Term GPA:_____

Current Term Credits:_____

Cum. GPA:

Please type your answers to the following prompts and attach them to this application.

1. What qualifications and skills will you bring to the position you are applying for?
2. My philosophy regarding the importance of Honor Society can be summarized as...
3. If appointed, I would like to accomplish the following major goals related to the position I am seeking...
4. I plan to accomplish these goals by...

I understand that this application and my responses to these prompts will be used to determine my eligibility for the position.

Signature of Candidate

Date