

PRSA COLLEGE *of* FELLOWS

APPLICATION for College of Fellows Officers

Candidate Information

Last Name	First Name		
Job Title	Employer		
Address			
City	State	Zip Code	
Work Phone	Cell Phone		
Email			

Application

The application consists of:

1. A biography of no more than 500 words.
2. A 250-word statement outlining your qualifications, as well as contributions you can make to the College of Fellows Executive Committee and the College
3. A maximum of three (3) letters of no more than 300 words each from College of Fellows members only.
4. Signed Willingness to Serve Form (page 2 of these application documents)

Willingness to Serve Form

I, _____ affirm that I am asking the PRSA College of Fellows Nominating Committee to consider me as a candidate for the College of Fellows Executive Committee. Please consider me as a candidate for the position of (select only one):

Chair-Elect

Vice Chair

Secretary-Treasurer

If the Nominating Committee does not select me as the candidate for the position checked above, I will accept consideration for an alternate position:

Yes

No

I understand that in order to be considered for nomination, I must submit this form to the College of Fellows Nominating Committee, along with a biography, statement outlining my qualifications and a maximum of three letters of support from Fellows (see details below).

If elected by my peers to serve as a member of the Executive Committee, I affirm that: (1) I am willing to fulfill this responsibility to the best of my abilities; and (2) I will commit the time necessary to fulfill the obligation.

ELECTRONIC SIGNATURE

DATE

*Send the completed Willingness to Serve form, your biography, candidate statement and letters of recommendation to Nominating Committee Chair [Geri A. Evans, APR, Fellow PRSA](#) at gerievans2222@gmail.com no later than 5 PM EDT, **Monday, June 29, 2020.***

Duties and Responsibilities of PRSA College of Fellows Officers

Officers of the College are elected by the membership to serve one-year terms beginning January 1, with the exception of the Chair-Elect, who moves on to serve as Chair and then as Immediate Past Chair. Officers may not succeed themselves in the same office. However, a person serving the remainder of an unexpired term may be elected to a full term in that office.

Officers are:

- Chair
- Chair-Elect
- Vice Chair
- Secretary/Treasurer
- Immediate Past Chair

Chair:

- Provides leadership in identifying and facilitating programs that advance the purposes of the College.
- Presides at all meetings of the Executive Committee and of the membership.
- Appoints committees and committee chairs.
- Acts as a liaison with the Headquarters Office of the Society and the College's Executive Committee.
- Works with the Executive Committee to plan the Annual Meeting as well as the College's participation in the PRSA International Conference.
- Coordinates with PRSA staff in preparing and distributing information about a deceased Fellow.

Chair-Elect:

- Chairs the Selection Committee.
- In the absence of the Chair, presides at meetings of the Executive Committee and of the membership.
- Automatically assumes the position of Chair when the Chair's term expires or the Chair's office becomes vacant for any reason.

Vice Chair:

- Assists the Chair as needed with the communications of the College with its membership.
- Chairs the Induction Ceremony and Dinner Committee, which is responsible for planning and fund-raising for the Fellows Induction Ceremony and Dinner.

Secretary/Treasurer:

- Acts as secretary of the College and its Executive Committee by keeping minutes of all meetings, a copy of which must be forwarded to the Headquarters of the Society within 30 days after each meeting.
- Works with PRSA staff to provide monthly financial reports to the Executive Committee.
- Maintains and updates the Policies and Procedures for the College.
- Serves as co-chair of the Induction Ceremony and Dinner Committee.
- Assists the Chair in gathering information about Fellows who pass away when the College is notified of a death.

Immediate Past Chair:

- Chairs the Nominating Committee.
- Provides counsel to the Chair.
- In the absence of the Chair-Elect, serves as Chair of the Selection Committee.
- In the absence of both the Chair and Chair-Elect, presides at meetings of the Executive Committee and of the membership.