

PRSSA Kent Chapter Account Executive Application

Completed applications should be e-mailed to current PRSSA Kent President Julia Greco at jgreco10@kent.edu no later than Wednesday, April 8th at 11:59 PM.

A) Chapter Account Executive. The duties of the Chapter Account Executive shall include, but not be limited to: Attend any leadership seminars or caucus that may reflect on the betterment of the chapter; record minutes of all Darrow Committee meetings and handle the appropriate distribution of minutes; make sure all permanent documents are recorded and kept in order for files including updates of the local and national handbook; create and maintain an updated and accurate record of chapter minutes, photographs, anniversaries, news clippings and other information to record chapter's history and accomplishments; notify PRSSA headquarters and sponsoring PRSA chapters of changes in chapter officers and advisors; obtain up-to-date directories from sponsoring PRSA chapters, district and national directories; handle all chapter in-house correspondence; take attendance at each general and Darrow meetings; keep track of the attendance/participation point system and post updates; create name tags for all PRSSA Kent members and host welcome table at all general meetings; attend at least one PRSA Akron/Cleveland professional meeting each year; write at least one post for the chapter blog. Work with Chapter President to coordinate PRSSA Kent's trip to National Conference, which includes funding (USG allocations presentation, Dennis Eckart applications, divide receipts for reimbursement), hotel registration and flights; provide safekeeping for all chapter funds and keep accurate financial records of all campus and external accounts held by this Chapter (including petty cash for general meeting food and beverages, speaker gifts, etc.); attend with the Vice President of Fundraising any required meetings by university regulations for obtaining funds from undergraduate senate or any relating university disbursement of funds committees; serve as an active member of all fundraising committees (Homecoming, etc.); collect fees for any chapter special events and fundraisers; disperse chapter funds with approval of the Faculty Adviser and/or Darrow Committee or Chapter Account Executive's authorization determined by the Darrow Committee; work with the Chapter President and Vice President of Fundraising in preparing the annual budget; assist any committee, as necessary

B) NOTE: This position requires a sophomore standing and having completed Writing Across Platforms.

No handwritten applications. Please type your answers

Name: __Columbus Jones__ Date: __4/4/26__

Phone Number: __234-863-0307__ E-mail Address: __cjone282@kent.edu__

Date of Birth: __05/10/2007__

Class Standing: Freshman **Sophomore (August 2026)** Junior Senior

Major: __Public Relations__ Cumulative GPA: __3.5__

Are you a dues-paid PRSSA member? **YES** / NO ***Note: You must be a member to run**

How long have you been an official member? __ Starting __4/5/26__

Have you read through the PRSSA Kent bylaws? **YES** / NO

Have you spoken with the person who currently holds the intended position? YES / **NO**

What skills, experience and knowledge could you contribute to PRSSA?

As the VP of membership education and development, I have experience in setting up events, coordinating dates, and setting agendas for all of them. I have learned how to take meeting minutes as I am also taking on the VP of administration title. My position in my fraternity already has taught me how to keep track of attendance, funding, event feedback, photographing and formatting everything correctly. My required documents and responsibilities are over half of this job. I am a proficient writer and communicator and am strong with my personal deadlines. I want to use many creative ideas in my role. I love talking to people and would absolutely adore welcoming people into any event. I am already familiar with such processes due to the fraternity recruiting season, so I am no stranger to being warm. My schedule next semester is a lot more flexible meaning I would have a lot more time for absolutely anything. I love to keep myself busy so any and every task is appreciated.

Why do you qualify for the position(s)?

Again, I refer to my fraternity duties. Almost everything I need to do for this position is a skill I possess. I am so committed and will not back down from this challenge. A lot of why I qualify is in the last section so I hope that got the point across.

If you've been involved in PRSSA activities in the past, please briefly highlight your contribution:

How much time can you devote each week to PRSSA activities during:

5 days /per week

I agree to and understand that by becoming a PRSSA Kent officer I am required to attend all executive board and general meetings. I also understand that being a PRSSA Kent officer does not mean that I am able to bypass the application process to be chosen to attend the PRSSA National Conference or any other PRSSA/PRSA events.

X__Columbus Jones__