



**Golden Key International Honour Society
Baruch College Chapter**

OFFICER POSITIONS AVAILABLE

The Baruch College Chapter of the Golden Key International Honour Society is currently conducting searches for officers. Please see below for information about the honor society and positions available.

ABOUT GOLDEN KEY INTERNATIONAL HONOUR SOCIETY

Golden Key International Honour Society, founded on 29 November 1977, is an academic honor society which recognizes and encourages scholastic achievement and excellence among college and university students from all academic disciplines. In an effort to reflect the Society's diversity and international presence, Golden Key uses the globally accepted spelling of "honour" in its name.

Golden Key has emerged as one of the most dynamic, forward-thinking organizations in higher education. Committed to an ethos of recognizing academic achievement and encouraging altruistic service, the Society's on-campus presence has reached over 370 chapters at colleges and universities in seven countries: Australia, Canada, Malaysia, New Zealand, South Africa, the United Arab Emirates, and the United States.

The Society offers its members over \$500,000 (USD) annually through numerous scholarship and award programs. Members are also connected to exclusive career opportunities and assistance through Golden Key's partnerships with major corporations and graduate programs. The Society provides campus and community service opportunities enabling personal growth and leadership development as well as collaborating with university faculty and administrators to develop and maintain high standards of education.

HOW TO APPLY FOR CURRENT POSITIONS

The Baruch College chapter of the Golden Key International Honor Society is currently recruiting for officers positions. For a list of vacant positions including the description, duties and responsibilities, please see below (pages 2-4).

Application Requirements

Kindly email your resume and cover letter to goldenkey@gkbaruch.com by **April 17, 2009**. Interviews will be scheduled between April 20 and April 30. In your cover letter, please indicate the position(s) you are applying for, expected graduation date, your major, qualifications (experience, skills, interests, contacts, etc.) that make you a good candidate for the position, goals you would like to achieve as an officer, and list any other organizations in which you are involved (on or off campus). Please feel free to include any additional information. You can also include references.

DUTIES OF CHAPTER OFFICERS

VICE PRESIDENT (2 POSITIONS AVAILABLE)

- ◆ Fulfill President's duties in the absence of the President and assists President in the completion of duties as needed
- ◆ Assist the President with the operations, management and oversight of Golden Key Baruch Chapter
- ◆ Ensure that the chapter meets minimum chapter standards and achieve the chapter's targeted performance level
- ◆ Assist with the formulation of policies and procedures, programs and planning these in order to be executed
- ◆ Coordinate and assist with the planning, scheduling of board meetings
- ◆ Coordinate executive board and committees to promote awareness of Golden Key on campus with key constituencies (members, Honorary Members & prospective members) – particularly targeting eligible students during the membership drive
- ◆ Inform honorary members and advisor about Golden Key goals and objectives including membership drive initiatives among others
- ◆ Coordinate and implement initiatives to reach current and potential members which include membership campaign/drive and the promotion of meetings and activities to the membership and campus-at-large
- ◆ Plan and coordinate efforts to get alumni to update records and stay involved with the chapter

SECRETARY

- ◆ Record and prepare the minutes of executive board meetings and committee and meetings to distribute to chapter leaders, advisor(s)
- ◆ Prepare, edit, and distribute news & information from the chapter including newsletters to faculty & staff, members, honorary members, campus student organizations, etc.
- ◆ Prepare and mail correspondence to International Headquarters, including Advisor and Officer Profile Forms when new officers and Advisors begin terms and any time any contact information changes
- ◆ Manage and maintain all internal and external communications
- ◆ Assist with the promotion of the chapter and other tasks as required including

ASSISTANT SECRETARY

- ◆ Fulfill Secretary duties in the absence of the Secretary and assists Secretary in the completion of duties as needed
- ◆ Assist the Secretary to complete chapter activity summaries including newsletters
- ◆ Serve as chapter archivist and GK Administrative Assistant/Officer Manager
- ◆ Ensure accuracy of information disseminated to members, faculty, staff, and Baruch College community

TREASURER

- ◆ Manage all financial reporting, and accounting and report to the President and Vice Presidents
- ◆ Receive and distribute chapter funds and balance the chapter account
- ◆ Work with the President, Executive Vice Presidents, and Advisor to prepare an accurate budget for the chapter per semester
- ◆ Submit financial reports as indicated in Chapter Standards
- ◆ Work with Undergraduate Student Government to manage all financial and accounting matters
- ◆ Assist with the promotion of the chapter and other tasks including with administrative tasks

MARKETING & PUBLIC RELATIONS DIRECTOR

- ◆ Create, implement and marketing strategies including designing of promotional materials
- ◆ Network and partner with other student organizations
- ◆ Manage public relations of the chapter and coordinate all publicity for chapter activities and events
- ◆ Maintain relations with campus, college newspaper and set up interviews as needed
- ◆ Place ads and announcements campus wide
- ◆ Write and submit press releases for chapter activities
- ◆ Collaborate with officers to execute projects including membership campaign etc.
- ◆ Explore any creative methods of advertising or publicity to increase awareness about Golden Key

ASSOCIATE MARKETING DIRECTOR (3 POSITIONS AVAILABLE)

- ◆ Assist the Marketing Director with duties and responsibilities including serving in the absence of the Marketing Director
- ◆ Formulate and create marketing strategies for Golden Key
- ◆ Create, design and ensure the distribution of promotional and marketing materials
- ◆ Ensure marketing of Golden Key events, programs are promoted effectively
- ◆ Provide assistance as required to executing marketing goals and with the promotion of Golden Key

EVENTS DIRECTOR

- ◆ Plan, coordinate and execute Golden Key events and collaborate with student clubs and organizations
- ◆ Manage, maintain and ensure events are executed within guidelines of Golden Key
- ◆ Plan, coordinate, schedule general club meetings and assist with executive board meetings
- ◆ Ensure that events are executed in accordance with Golden Key policies, guidelines and protocols
- ◆ Maintain events calendar and attend events as necessary
- ◆ Ensure food, decorations, venue selection, funding and others are effectively managed
- ◆ Assist with tasks as required including the promotion of Golden Key.

EVENTS COORDINATOR (3 POSITIONS AVAILABLE)

- ◆ Assist the Events Director with duties and responsibilities including serving in the absence of the Events Director
- ◆ Assist the Events Director with the planning, execution and management of events planning process
- ◆ Assist with the formulation of events policies and procedures including initiating process for planning of events
- ◆ Assist with others tasks as required including attending events and the promotion of Golden Key

PROGRAMS DIRECTOR

- ◆ Manage, maintain Golden Key programs including volunteer programs, walks and other social responsibility causes
- ◆ Collaborate with other student club and organizations to executing these programs
- ◆ Ensure programs records are kept and archived appropriately
- ◆ Formulate, plan, coordinate and execute programs
- ◆ Recruit volunteers for all volunteer programs
- ◆ Organize Volunteer Recognition Event

GK PROGRAM COORDINATOR (2 POSITIONS AVAILABLE)

- ◆ Assist the Programs Director with duties and responsibilities including serving in the absence of the Programs Director
- ◆ Ensure programs are promoted to the campus at large
- ◆ Provide assistance to the Programs Director with the management and maintenance of these programs
- ◆ Assist with other task as required including the promotion of Golden Key

TECHNOLOGY DIRECTOR

- ◆ Manage and maintain both local website, the chapter's MyGK page and email accounts
- ◆ Provide assistant to Officers of Golden Key with technology related issues including email accounts and updating website
- ◆ Ensure Golden Key technology infrastructure is intact and sustainable.
- ◆ Ensure that your chapter's information is correct and current on the Chapter Directory of www.goldenkey.org.