

LYNN UNIVERSITY

KNIGHTS OF THE ROUNDTABLE

EXECUTIVE BOARD

APPLICATION PACKET

The Knights of the Roundtable (KOR), Lynn University's Student Government, is announcing our call for applicants. KOR is committed to working toward improving the student experience for all individuals that call Lynn University home, and it is through the passion and drive within our student body that will provide the means to achieving this goal.

Description of positions:

### **Secretary**

- Will take minutes at KOR meetings and track attendance at all KOR meetings.
- Will set up calendars and schedules, including meeting times.
- Will be responsible for all the KOR financial affairs and transactions
- Will provide a financial report at every KOR meeting.
- May not hold an executive board position in another organization.

### **Public Relations Officer**

- Will be responsible for promoting and coordinating the positive a consistent image of KOR through campus and the Boca Raton Community.
- Shall manage KOR's website and social media platforms.
- Will be responsible for advertising for all KOR General Assembly Meetings
- May not hold an executive board position in another organization.

### **Key Requirements:**

- Candidates required to have a minimum cumulative GPA of 2.75
- Requires an endorsement of 50 students

### **Application Process:**

1. Candidates will submit their application, resume, and cover letter answering the questions listed on the next page.
2. Candidates in good standing will be contacted to schedule an interview.
3. Candidates that are slated will be notified via email that their names will be on the voting ballot.

LYNN UNIVERSITY

KNIGHTS OF THE ROUNDTABLE EXECUTIVE BOARD MEMBER APPLICATION

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_@email.lynn.edu

Phone: (\_\_\_\_\_) \_\_\_\_\_

Credit Hours Earned: \_\_\_\_\_

**Please select which position you are applying for:**

\_\_\_\_\_ Public Relations Officer \_\_\_\_\_ Secretary

**Please include a cover letter answering the following questions:**

1. Why are you interested in running for this position?
2. Why do you want to be part of the Knights of the Roundtable?
3. What experiences do you have that make you a qualified candidate?

**ALL CANDIDATES must submit their current resume with this application.**

The completed application is due to the Center for Student Involvement located on the 2nd floor of the Christine E. Lynn University by 12 PM on Tuesday, March 10, 2020. If you have any questions, please contact Lauren Harding or Dr. Theresa Gallo at [csi@lynn.edu](mailto:csi@lynn.edu).

Candidate signature \_\_\_\_\_