



SCHOLARSHIP CHICAGO CLASS OFFICER APPLICATION FORM 2009 - 2010

Scholarship Chicago Class Officers have the responsibility for setting direction, establishing policy, and overseeing the activities outlined below.

Terms of Office: Class Officers shall serve for a term of one (1) year, followed by a six-month (6) transition period, in which a new class officer will be mentored and supported by the outgoing class officer.

NOTE: Class Officer shall *be eligible to serve* for more than one (1) term, but have to go through the application process *each year*. Exceptions can be made when officers has exceptional service and record with the Class Officers initiative.

Duties of the Class Officers:

- **Be prepared to commit anywhere from 1 to 5 hours weekly.**
 - **Mandatory activities for each officer**
 - Take an active role on one of the following Class Officer committees:
 - Website – web outreach committee (connecting scholars via Facebook, email, other social networks).
 - Spotlight Newsletter committee – showcasing our peer on SC website.
 - Executing roles in event planning (buy supplies; create decorations, and gift bags – general work in the office while preparing for events).
 - Community Service Project committee – annual community building highlight.
 - Summer Party committee.
 - Oversight committee – track attendance and activity of current class officers.
 - Attend 80% of the meetings (phone and office)
 - Monthly conference calls
 - Organize and attend Community Service Project.
 - Organize and attend Summer Party.
 - Organize and encourage peer scholar attendance to Annual Holiday Party.
 - After completing your service, be available in a supportive role for the incoming officer.
 - **Encouraged undertakings of an active officer**
 - Attend Golf Outing and involve your class peers to volunteer
 - Represent Scholarship Chicago at Gala and fundraisers
 - Focus on involving peer scholars in events
 - Communicate upcoming Scholarship Chicago events and your committee updates to all other officers
 - Develop subcommittee structure, including individual committee leaders
 - Schedule and lead monthly officer meeting/phone-conference at a set date
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Qualifications: Nominees for class officer positions should:

1. Held a leadership role in another relevant organization; or
2. Exhibit qualifications necessary to succeed in position applied for

Selection Process: Current Class Officers will review all application and inform applicants by of the decision by May 15, 2009. Nominations will be made on the basis of merit, involvement in the organization, a third-party recommendation and an interview IF necessary. The selection process is guided by evidence of leadership, vision, and collaboration; commitment and a wide range of experiences, abilities and talents.

All applications and support materials are due by **May 1st 2009** to kkaralevicius@chicagoscholars.org or officer.applications@gmail.com by email, or by snail-mail to:

Scholarship Chicago
55 E Jackson Blvd, Suite 1010
Chicago, IL 60604
Attn: Class Officer Application

NOTE TO ALUMNI: You can also apply for a Class Officer position. We are building a community and everybody is invited to contribute so please apply if you want to help Scholarship Chicago become a better organization. By allowing graduated classes to have officers we want to provide a way for you to reconnect with your SC peers who have graduated. Opportunities from this are virtually limitless.