



OFFICE OF
GREEK AFFAIRS
MTSU

Middle Tennessee State University
Office of Greek Affairs
Greek Week 2009 Committee
Application

Personal Information

Name _____
(Last) (First) (Middle)

Preferred Name _____ M # _____

Current Address _____

City _____ State _____ Zip _____ Phone () _____

Student Status

Chapter _____ Year in School _____

Email _____

Greek Week Interest

Position Chairs: Descriptions are listed on Pages 2 and 3
Applicants must respond to the questions on page 3 which addresses your qualifications for the position(s) and your interest.

Indicate your top three choices: 1= first choice, 2= second choice, 3= third choice

- | | |
|-----------------|-------------------------|
| _____ Co-Chair | _____ Sponsors |
| _____ Co-Chair | _____ Public Relations |
| _____ Secretary | _____ Special Events |
| _____ Games | _____ Athletics |
| _____ Treasurer | _____ Community Service |

If you would be willing to accept another position if you did not get one of your top three choices, please indicate which position here.

*This application should be returned completed to Byron Lightsey, Coordinator Greek Affairs, Keathley University Center 326S, Murfreesboro, TN, 37132, OFFICE (615) 898-5812, FAX (615) 898-5001, blightsy@mtsu.edu.

Signature _____ Date _____

Co-Chairs (2): **The following duties will be negotiated between the two selected and divided up equally.**

- * Responsible for the overall organization of the Greek Week Program Guide
- * Oversee the work of the committee positions
- * Set Agenda for Meetings
- * Organize, type and distribute meeting agendas
- * Recruit University community participation
- * Recruit participation from Greek community
- * Meet regularly with Greek Week advisor

Secretary (1):

- * Type and distribute committee member contact sheet
- * Record and type minutes and distribute to committee
- * Organize the Greek Week materials

Treasurer (1):

- * Oversee Greek Week budget
- * Plan and execute a fundraising event
- * Orchestrate Greek Week t-shirt sales

Sponsors (2):

- * Solicit sponsors for Greek Week give-a-ways
- * Oversee ordering give-a-way items (for example: cups, t-shirts, etc.)

Public Relations (2):

- * Responsible for overall Greek Week publicity (i.e., flyers, newspaper advertising, e-mail, banners, etc.)

Special Events (2):

- * Organize the Keynote Speaker event
- * Organize
- * Organize any additional events as determined by the committee

Athletics & Games (2):

- * Coordinate games and athletic events (Examples: volleyball tournament, tug-o-war, Jeopardy, etc.)
- * Liaison with athletic department to secure equipment
- * Organize Greek versus faculty/staff basketball game

Community Service (2):

- * Organize Greek Week community service project
- * Liaison with Community Service Office

Should more chapters apply than positions available, some committee members will be assigned to assist chairs.

ONLY ONE MEMBER PER CHAPTER CAN SERVE ON THE COMMITTEE; THEREFORE, IT IS IMPORTANT THAT YOUR CHAPTER DESIGNATE A RESPONSIBLE MEMBER WHO WILL ATTEND ALL MEETINGS AND FOLLOW-THROUGH WITH HIS/HER DUTIES.

IT IS REALIZED THAT THERE ARE NOT ENOUGH POSITIONS FOR EVERY CHAPTER TO HAVE A GREEK WEEK COMMITTEE CHAIR. ADDITIONAL POSITIONS WILL BE CREATED TO ACCOMMODATE EVERY CHAPTER WANTING A REPRESENTATIVE TO SERVE ON THE COMMITTEE.

PLEASE NOTE THAT WHILE YOU WILL BE SERVING IN A SPECIFIC ROLE, THERE WILL BE TIMES IN WHICH COMMITTEE MEMBERS WILL NEED TO ASSIST IN AREAS OUTSIDE THEIR FORMAL RESPONSIBILITIES.

Why are you interested in serving on the Greek Week Committee?

What are your qualifications to serve in the position(s)?

If applicable, describe your experience during Greek Week 2009. What was your favorite event/least favorite event, and how would you improve it?