

**Last Updated:** April 2010

*The Pelican Service Organization oversees all acts of community service performed by the Loomis Chaffee community. The Pelican Service Organization works closely with the Head of School, the Deans, the Community Service Director, and the Student Activities Director to constantly review the involvement of Loomis Chaffee in acts of service. The mission of the Pelican Service Organization is to enrich the lives of Loomis Chaffee students by reaching out to communities and causes near and far.*

### **Application Process and Deadlines**

Applications must be submitted electronically by **5:00 p.m. on Friday, April 16, 2010** to **PSO Adviser Roseanne Lombardo** ([Roseanne.Lombardo@loomis.org](mailto:Roseanne.Lombardo@loomis.org)). There are no exceptions to this deadline.

Those applying to the positions of President or Vice President will be interviewed for about 15 minutes by the PSO Adviser and the current PSO Presidents. Interviews will be scheduled by **Roseanne Lombardo** between April 19 and 23. Please include your availability in your application.

*Interview Slots:* Monday 6<sup>th</sup> period, Tuesday 3<sup>rd</sup> period, Thursday 3<sup>rd</sup> period, and Friday 6<sup>th</sup> period

### **Descriptions of Positions**

- **Presidents of PSO** are responsible for overseeing the Pelican Service Organization. Applicants must be rising seniors and should have considerable experience in leadership and service. Three co-presidents are chosen each year.
- **Vice Presidents of PSO** are responsible for assisting the PSO Presidents in overseeing the Pelican Service Organization. Applicants should have experience in leadership and service. Two co-presidents, one boy and one girl are chosen each year.
- The **Secretary of PSO** is responsible for recording and distributing minutes from each meeting.
- The **Treasurer of PSO** is responsible for monitoring finances and donations.
- The **PSO Head of Communications** is responsible for publicizing all PSO-sponsored events through all possible means of communication.

### **Application**

1. Please include your name, year of graduation, and hometown and please indicate whether you are a day student or boarder.
2. Please indicate the **primary position** you are applying for as well as a **secondary choice**.
3. Please respond to the following questions in no more than one page:
  - a. Why you are qualified for the position for which you are applying?
  - b. What are your expectations and goals for the position for which you are applying?
  - c. What ideas do you have to improve the Pelican Service Organization?
  - d. What other leadership positions do you currently hold and what do you plan on applying to for next year? Please elaborate on how you plan to achieve a balance between these involvements.
  - e. What kinds of community service have you done in the past? Has the service taken place inside of Loomis or outside of Loomis?

*\*You should address questions for both the primary position and secondary position for which you are applying.*

### **Specific Responsibilities:**

- I. Presidents of PSO
  - a. Scheduling officer and club meetings with adequate advance notice.
  - b. Sending meeting reminders before all meetings.
  - c. Setting the agenda for meetings in advance.
  - d. Coordinating ALL PSO-sponsored events with the PSO Director and assigning tasks to other officers to complete.
- II. Vice Presidents of PSO
  - a. Providing assistance to the presidents.
  - b. Researching ideas for fundraisers, projects, and service trips.
- III. Secretary of PSO
  - a. Recording and publishing minutes from all meetings in a timely fashion.
  - b. Maintaining a record of attendance to all meetings.
- IV. Treasurer of PSO
  - a. Managing all financial transactions with the PSO bank account in the bookstore.
  - b. Maintaining an up-to-date record of all financial transactions and balances.
  - c. Following up on payments and reimbursements.
  - d. Publishing a report on PSO finances at the end of each term.
  - e. Coordinating all donations and maintaining records.
- V. PSO Head of Communications
  - a. Publicizing all PSO sponsored events through emails, posters, Daily Bulletin submissions, Facebook events, flyers, etc.

\*All officers are expected to fulfill the above responsibilities **without** being reminded.

\*All officers are expected to attend all PSO sponsored events to their best ability.

\*All incumbent officers are expected to train selected officers for the next year.

\*Meetings are held every Friday 6<sup>th</sup> period in the East Annex on Week II. All officers are expected to attend these meetings.

**Message from the PSO Director:** “We are a very active and involved group that grows each year. The opportunities for us to do community based projects are endless so in that regard, a lot of the work has to be done independently, on your own time. An officer position for PSO must take precedence over your other club activities. If you already hold a key leadership position for next year which is more important to you than this one, please re-evaluate your reason for applying and if, and only if you think you can do justice to both positions submit your application.

***Please contact the PSO Director, Roseanne Lombardo, or the three current PSO Presidents, Alex Judson, Jane Bowers, and Molly Paduda with any questions you may have.***