



**ICPA Student Officer and Faculty Adviser
Nomination Form**

Mini Job Descriptions

President

- Presides at ICPA board meetings
- Directs the work of vice presidents
- Helps plan and coordinate convention sessions
- Helps oversee administration of contests and awards
- Offers initiatives for organization
- Conducts elections

Vice Presidents

- Secure out-of-state judges for contest categories
- Coordinate sorting, mailing and post-judging processing of results
- Offer ideas for enhancing ICPA services to their type of publication
- Suggest ideas for convention sessions
- Advise president and advisers on matter of ICPA policy and procedures
- Attend quarterly ICPA board meetings

Executive Director

- Handles membership solicitation and registration
- Handles organization's revenues and expenses
- Oversees mailing of organization's membership, contest and convention information
- Advises board on matters relating to membership, contests, conventions and freedom of collegiate press
- Conducts elections
- Attend ICPA board meetings

Advisers

- Advise student officers on policies and procedures, including contests
- Offer ideas for enhancing ICPA services to membership
- Help student officers carry out their responsibilities
- Attend ICPA board meetings

POSITION NOMINATED FOR:

- President**
- Vice President for Newspapers (Larger)**
- Vice President for Newspapers (Smaller)**
- Vice President for Yearbooks**
- Vice President for Magazines (News and Literary)**
- Vice President for Advertising**
- Vice President for Online Journalism**
- Faculty Adviser (five spots available)**
- Executive Director (faculty/adviser)**
- Executive Director-Elect (faculty/adviser)**

Please attach a short (250 words or less)
biography of the candidate.

Nominee's name: _____

Nominee's school: _____

Nominee's publication: _____

Nominee's position on publication: _____

Nominee's mailing address: _____

Nominee's telephone number: _____

Nominee's e-mail address: _____

Nominator: _____

Nominator's telephone number: _____

Nominator's e-mail address: _____