

POCA (People of Color & Allies) Officer Application

Completion of this application does not guarantee selection. All applications must be complete and submitted by the Second Friday of April.

Section I: Basic Information

Full Name:

Grade Level (for next school year):

Student ID:

Email Address:

Phone Number:

Section II: POCA Membership & Involvement

How long have you been a member of POCA?

List any POCA meetings, events, or activities you have attended:

List what you have contributed to the club:

Section III: Officer Position Selection

Please rank your officer position choices:

First Choice Position:

Second Choice Position:

Third Choice Position:

Section IV: Short Response Questions

Why are you interested in serving as a POCA officer?

What strengths or skills would you bring to this leadership role?

How will you contribute to creating an inclusive and welcoming environment in POCA?

If you served as an officer in POCA last year, were you effective and dedicated the entire year? Explain!

Section V: Commitment & Attestation

By signing below, I acknowledge that officer positions require responsibility, professionalism, and time commitment. I understand that officers are expected to attend meetings, events, and school promotional functions or coordinate representation when necessary.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Officer Roles & Responsibilities

PRESIDENT

- Serves as the primary student leader and official representative of POCA.
- Must attend all school promotional functions or coordinate with other board members to represent POCA in their absence.
- Plans agendas and presides over executive board and general meetings at least two weeks prior to meeting date.
- Works closely with the Graduation Coordinator and administration to obtain approval for POCA honor cords.
- Coordinates opening RevTrak for cord payments.
- Orders honor cords from an approved graduation vendor in coordination with the Treasurer.
- Plans and oversees the honor cord distribution ceremony in May.
- Coordinates closely with PMAC (Principal's Multicultural Advisory Committee).

VICE PRESIDENT

- Assists the President and assumes duties in their absence.
- Must attend all school promotional functions or coordinate representation if unable to attend.
- Leads cultural and educational programming by supporting committees, events, and member engagement.
- Coordinates and manage meeting RSVPs, food allergies, and dietary requirements.
- Works closely with the Events & Outreach Coordinator.
- Researches fundraising activities.
- Coordinates donations from local restaurants/groceries for club meetings.

SECRETARY

- Organizes and maintains all officer and general member applications.
- Maintains accurate attendance records.
- Takes meeting minutes at all executive board and general meetings.
- Manages club correspondence and records.

TREASURER

- Manages all financial records according to school policy.
- Completes Green Purchase Requisition Forms for cords, food serving gloves, plates, cups, utensils, etc.
- Tracks income, expenses, and fundraising activities.

EVENTS & OUTREACH COORDINATOR

- Works closely with the Vice President to plan and execute events.
- Completes Yellow Request for Activity Forms.
- Attends all outreach events.
- Assists with the club trifold board.
- Collaborates with other clubs for crossover events.
- Designs flyers and obtains administrative approval before posting.

PUBLICITY CHAIR

- Creates and manages POCA's Instagram and Remind presence.
- Acknowledges holidays and shares cultural facts ahead of meetings.
- Posts meeting reminders and event promotions.
- Shares photos and updates immediately after events.
- Must be skilled in Canva, including posts, reels, and stories.

HISTORIAN

- Maintains a physical and/or digital scrapbook of POCA events and submits to sponsor before Final Exams.
- Collects photos, flyers, and reflections.
- Preserves the club's history for future members.