



Theta Mu – Secretary Candidate



Andrew C. Moffett
#044

“The importance of the Secretary’s duties cannot be minimized to any extent, for they mean external contact and maintenance of fraternity relations and also the preservation of records of internal and external action, both for future reference, continuity of policy.”

- The White Diamond

My Involvement in Pi Kappa Phi

- **Beta Class President**
- **Recruitment Chairman** – Fall '07 and '08
- **Numerous Committee Member**
- **Warden** – Spring '08, Spring '09, Fall '09
- **Journey of Hope** – Crew Member for the Summer of 2009

My Goals

- Fulfill all the administrative duties of the Secretary to the best of my ability
- Promptly record and send out chapter minutes
- Handle Pre-Initiate and Membership documents and status
- Be the communication liaison between the chapter and the National Organization
- Help coordinate and organize the Rose Ball and other formals
- Help out with Recruitment and all other objectives
- Dedication to finding a new Secretary for the Spring semester
- Help ease the Executive Council transition

Why I Would Like to be your Secretary:

Theta Mu and Pi Kappa Phi have made me who I am today. I can attribute so many great memories, my confidence, public speaking abilities and academic success to the positive influences from surrounding myself by such a great caliber of individual talent. I have received so much from this fraternity that I would be grateful for any opportunity to give back. Administratively, I am a very strong and organized person. Seldom do I miss deadlines. I understand the importance of an effective executive dynamic and from my previous three semesters on the council, I feel this is an area that I can greatly contribute. I want to help ease the transition of new officers to the council as well as effectively use my time to find a replacement, specifically targeting new members to empower them to reach all of their potential. I want to help and serve my chapter in anyway that I can, and as your Secretary I can put my strengths to use and give back to the fraternity that has already given me so much!