**BASIC INFORMATION**

|  |  |
| --- | --- |
| Name: | Email: |
| Student ID: | Phone Number: |

**BOARD POSITION PREFERENCE**

***Please rank the Board positions you would like to have in order of your preference from 1 – 9, from most desired to least desired (1 = most desired & 9 = least desired). Do not leave any item blank:***

**\_\_\_\_ Board President**

*The Board President will be responsible for chairing all meetings of WEB, acting as the official spokesperson of the Board, and*

*ensuring that the policies, procedures, goals and objectives of the Board are upheld and strived toward completion. This individual will also chair Executive Team Meetings of WEB.*

**\_\_\_\_Vice President for Retention and Recruitment**

*The Vice President for Retention and Recruitment will be responsible for promoting WEB, attracting new membership and maintaining current membership through events for WEB in effective and exciting means. This individual will also help maintain and update the members of WEB regarding active membership in each event chair’s committee. This individual will also attend Executive Team Meetings of WEB.*

**\_\_\_\_\_ Vice President for Marketing**

*The Vice President for Marketing will be responsible for promoting WEB, its membership and its events to the campus community in effective and exciting means. This individual will also help maintain and update WEB’s social media, oversee poster production, and street team initiatives. This individual will also attend Executive Team Meetings of WEB.*

**\_\_\_\_Treasurer/Secretary**

*The Treasurer/Secretary will be responsible for managing the budget of WEB, recording the minutes for WEB Meetings, keeping an accurate history of the Board, managing the WEB Office and Board supplies & attending Executive Team Meetings of WEB.*

**\_\_\_\_ Evening and Family Events Chair**

*The Evening and Family Events Chair will be responsible for planning events that occur after 4:00pm and on the*

*weekends. These events should be planned with part-time students and their families in mind. This person will coordinate the “Fall Family Fest” event as well as the evening programming. They will chair the Evening & Family Events Committee.*

**\_\_\_\_ Trips and Films Chair**

*The Trips and Films Chair shall be responsible for planning both traditional and unique events that help enhance the social and educational environment on campus. Additionally, they will be responsible for organizing movie showings and/or student film festivals on or off campus. They will chair the Trips and Films Committee.*

**\_\_\_\_Multicultural Events and Lecture Chair**

*The Multicultural Events and Lecture Chair will be responsible for planning events that celebrate and educate the campus about the many cultures found at the College. These events may include guest speakers, interactive workshops, cultural celebrations, etc. This position will be responsible for collaborating with the cultural clubs/organizations at the College. They will chair the Multicultural and Lecture Events Committee.*

**\_\_\_\_Special Events Chair**

*The Special Events Chair will be responsible for planning both traditional and unique events that help enhance the social and*

*educational environment on campus. They will chair the Special Events Committee.*

**\_\_\_\_\_Vice Chair of a Committee**

*Vice Chairs assist with the planning, promotion and execution of events. The Vice Chairs will also help chair their respective committees. Below, please check the areas that interest you as a Vice Chair:*

*\_\_\_\_*Evening & Family *\_\_\_\_* Trip and Films *\_\_\_\_*Multicultural and Lecture *\_\_\_\_*Special Events

***\_\_\_\_*Graphic Designer** *shall include the design, reproduction, and distribution of all posters, brochures, cards, and other printed materials*

***\_\_\_\_\_\_*Social Media Coordinator***shall oversee all updates, communications, and design on WEB’s Facebook page, Twitter, Instagram, and other social media sites.*

***\_\_\_\_\_*Street Team** *will be in charge of white board & poster posting.*

**QUESTIONS**

***Here is your chance to express yourself! Please type your responses in a separate document, print and attach them to this application when you turn it in.***

1. Are you available to attend the mandatory overnight Westchester Events Board Summer Training Retreat scheduled for Tuesday, June 2nd through Thursday, June 4th?
2. Why do you want to be a member of the Westchester Events Board?

1. Please describe one (1) event you would like to plan for the students of Westchester Community College. How would you execute the event and how would you know it was a success?
   1. If you are applying for Board President, Vice President for Marketing, Vice President of Retention and Recruitment or the Treasurer/Secretary what is one (1) initiative you would put in place that relates to the position you are applying for?
2. Please list and describe three (3) skills, attributes, or traits that you think will make you a qualified Board member.
3. What other clubs/organizations either on or off campus have you been involved with and why do you think they have helped you prepare to be a member of WEB?

**Agreement and Verification of Information:**

I have read, understood and feel I am able to complete the Westchester Events Board position description and responsibilities. I affirm that the information which I have provided on this application form and all other application materials for the position are complete, accurate, and true to the best of my knowledge.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPLETED APPLICATIONS ARE DUE TO THE**

**STUDENT INVOLVEMENT OFFICE (STUDENT CENTER 103)**

**NO LATER THEN MONDAY, APRIL 20 at 3:00pm\***