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| --- | --- |
| **Name:** | **Student ID:** |
| **Email:** | **Phone#:** |

**BOARD POSITION PREFERENCE**

***Please rank the Board positions you would like to have in order of your preference from 1 – 13, from most desired to least desired (1 = most desired & 13 = 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 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.*

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

*The Vice President for Retention and Recruitment will be responsible for recruiting and maintaining all potential candidates as well the WEB board members. This individual shall be a resource to the Event Chairs, helping them to plan, promote and execute their events. 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.*

**In order to ensure that the student body is offered a diverse and frequent range of events, the following event categories are led by two (2) event coordinators referred to as Co-Chairs:**

  **Evening Events Co-Chairs**

*The Evening Events Co-Chairs shall be responsible for planning events that occur after 4:00pm. These events should be planned with part-time students and evening students in mind. These Co-Chairs will coordinate events such as evening open mics, comedy shows etc.*

  **Weekend and Community Events Co-Chairs**

*The Weekend and Community Events Co-Chairs shall be responsible for planning events that occur on the weekend and open to the community. These events should be planned with all students and their families in mind. These Co-Chairs will coordinate the “Fall Family Fest” event as well as collaborative events with recognized clubs on campus.*

  **Trips and Films Co-Chairs**

*The Trips and Films Co-Chairs 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.*

  **Multicultural Events and Lecture Co-Chairs**

*The Multicultural Events and Lecture Co-Chairs 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.*

  **Special Events Co-Chairs**

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

*educational environment on campus. These events can range from large indoor events such as Escape the room to outdoor events such as a traveling circus.*

  **Performing Arts Event Co-Chairs**

*The Performing Arts Co-Chairs will be responsible for planning events that bring unique art experiences to the campus community. These events may include events related to the arts such as musical performances, talent showcases, dance, theater, painting, photography etc.*

**In order to ensure that the student body is aware of the events sponsored by WEB, the following marketing positions are available:**

  **Graphic Designer**

 *The Graphic Designer shall responsible for the design, reproduction, and distribution of all posters, brochures, cards, and other*

 *printed material. The Graphic designer shall work closely with the social media coordinator to ensure flyers and advertising are*

 *visible to the online community.*

  **Social Media Coordinator Co-Chairs**

*The Social Media Coordinators shall oversee all updates, communications, and design on WEB’s Facebook page, Twitter,*

 *Instagram, and other social media sites. The coordinator is also responsible for updating social media on a weekly basis; updates include: event flyers, recruitment and branding, facilitating contests, prizes, scavenger hunts and more.*

  **Videographer**

*The Video Editor shall attend events with the responsibility of taking videos and pictures of each event; editing both into a promo video for WEB’s social media pages. This individual shall create albums and work closely with the social media coordinator in regards to posting videos on social media.*

**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.***

***Please be advice: If selected you are require to attend a mandatory WEB Tier 1 Retreat on JUNE 4 to JUNE 6***

1. Why do you want to be a member of the Westchester Events Board?
2. Please answer the question below that pertains to the position for which you are applying. If you are not applying for one of the below positions – **skip this question.**

A.) If you are applying for Executive Board positions, what initiative or program would you create for your desired position to better the Westchester Events Board?

B.) If you are applying for any Co-Chair positions, please describe an event that you would want to plan.

C.) If you are applying for Graphic Designer, please attach a few samples of your past works.

D.) If you are applying for Social Media Coordinator Co-Chairs, Please describe a social media initiative

 you would like to create.

E.) If you are applying for Videographer, please create a 15-30 second video promo clip of your work.

1. Please list and describe three (3) skills, attributes, or traits that you think will make you a qualified Board member.
2. 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.

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| **Print:** | **Signature:** | **Date:** |

**COMPLETED APPLICATIONS ARE DUE TO THE**

**STUDENT INVOLVEMENT OFFICE (STUDENT CENTER ROOM 108)**

**NO LATER THAN Monday, April 22nd AT 3:00PM\***

**Interviews will take place on Thursday, April 25 & Monday, April 29.**

**Between the hours of 10 am to 2 pm.**

***Schedule an interview upon turning in your application.***

**\*LATE APPLICATIONS WILL NOT BE ACCEPTED\***

**Westchester Events Board meetings are held every Wednesdays at 4pm in the**

**Student Center Conference Room 111**