Westchester Community College  
Westchester Events Board (WEB)  
Board Member Application  
2013 – 2014

BASIC INFORMATION

Name: ____________________________________________

E-mail: _________________________________________  Phone #: __________________________

Student ID #:____________________________________

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 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” and “Family Winter Wonderland” events as well as the evening Coffeehouse series. They will chair the Evening & Family Events Committee.

____Films Chair  
The Films Chair shall be responsible for organizing movie showings and/or student film festivals. They will chair the Films Committee.

____Multicultural Events Chair  
The Multicultural Events 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 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. This individual will coordinate a major event, held the last week of classes every Spring semester. They will chair the Special Events Committee.

____Trips Chair  
The Trips Chair will be responsible for planning off-campus events for students to participate in. They will chair the Trips 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  ____Films
____Marketing  ____Multicultural
____Special Events  ____Trips
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. Why do you want to be a member of the Westchester Events Board?

2. 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?
   a. If you are applying for Board President, Vice President for Marketing, or the Treasurer/Secretary what is one (1) initiative you would put in place that relates to the position you are applying for?

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

4. 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 ROOM 290) NO LATER THEN THURSDAY, APRIL 11 at 3:00pm*

*You will asked to sign up for an interview when you turn in your application

If you have any questions, please contact one of the Advisors to the Westchester Events Board, Adam Frank (adam.frank@sunywcc.edu) OR Rachele Hall (rachele.hall@sunywcc.edu)