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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 – 5, from most desired to least desired (1 = most desired & 5 = least desired). Do not leave any item blank:***

**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:**

**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.*

**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:**

**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.*

**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 advised:***

***If selected you are required to attend a mandatory Officer/Senate Retreat on September 28th and 29th***

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.**
3. If you are applying for any Co-Chair positions, please describe an event that you would want to plan.
4. If you are applying for Social Media Coordinator Co-Chairs, Please describe a social media initiative you would like to create.
5. Please list and describe three (3) skills, attributes, or traits that you think will make you a qualified Board member.
6. 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, September 23rd AT 12:00PM**

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

***\*If you are selected for a board position, you may be asked to attend an overnight CLUB OFFICER RETREAT with WEB, sponsored by the Department of Student Involvement on September 28th & 29th. However, if you are unable to attend this retreat due to personal reasons this will not affect your application acceptance into WEB and we still encourage you to apply\****

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

**Student Center Conference Room 111.**