



Board Member Application 2020 – 2021

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:

___ Vice President of Marketing

- The Vice President for Marketing shall be responsible for overseeing all promotions of WEB, its membership and events to the campus. Be responsible for communicating with local news mediums, to include the Viking Newspaper, The New Sound of Power 88.1 radio station, the College Community Relations Office, and other community news outlets. Shall be responsible for overseeing the WEB Marketing Committee which includes the Graphic Designer, the Social Media Coordinator and the Videographer.

___ 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.

___ 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.

___ 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.

___ 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 Designers

- The Graphic Designers shall include the design, reproduction, and distribution of all posters, brochures, cards, and other printed material 2. There shall be two (2) Graphic Design Positions on the Board.

___ 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.



**Board Member Application
2020 – 2021**

QUESTIONS:

Here is your chance to express yourself! Please type your responses in a separate document and attach them to the email sent to getinvolved@sunywcc.edu when you submit your application.

1. Why do you want to be a member of the Westchester Events Board?
Please type your responses in a separate document and attach them to the email sent to getinvolved@sunywcc.edu when you submit your application.
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.
Please type your responses in a separate document and attach them to the email sent to getinvolved@sunywcc.edu when you submit your application.
 - 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.
3. Please list and describe three (3) skills, attributes, or traits that you think will make you a qualified Board member.
Please type your responses in a separate document and attach them to the email sent to getinvolved@sunywcc.edu when you submit your application.
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?
Please type your responses in a separate document and attach them to the email sent to getinvolved@sunywcc.edu when you submit your application.

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.

Print:	Signature:	Date:
--------	------------	-------

**COMPLETED APPLICATIONS ARE DUE
NO LATER THAN Wednesday, September 23rd AT 12:00PM***

Please email them to Getinvolved@sunywcc.edu

LATE APPLICATIONS WILL NOT BE ACCEPTED

Westchester Events Board meetings are held every **Wednesday at 4pm**
Via ZOOM Conference Call until Further notice