

Dear Applicant,

Thank you for your interest in a UC Berkeley Rotaract officer position! There is no better way to get more involved in the club than to take on a leadership role, and we are enthused to have you as an applicant.

UC Berkeley Rotaract was first chartered in 2000, but has since then rapidly expanded in both size and activity. In the last few years, the club has grown to face new challenges, take on larger events, and tackle new and dynamic projects. As the executive board, it is our personal vision to focus our strengths in the upcoming year on growing our membership base, increasing the value of our service projects, and engaging the club in a greater variety of projects.

As part of our leadership board, you will be able to help foster this growth and lead the club in a new and exciting direction. You will be able to bring both your enthusiasm and creativity to the table, and help shape the club for future years to come.

By joining our Board of Directors, you will be committing yourself to a higher level of service and devotion to Rotaract and the entire Rotary family. We want to thank you again for your desire to serve, and wish you the best of luck!

Best regards,

Austin Ashcraft  
Rotaract Co-President

Jimmy T. Le  
Rotaract Co-President

Steven C. Wong  
Rotaract Vice President

### INSTRUCTIONS

Before filling out the attached application, please review the following positions and their respective responsibilities. Also, please note that these are the basic responsibilities for each of the respective positions. High level commitment is expected, as responsibilities and tasks will expand in accordance with club projects and needs. You may apply for more than one position. If any questions arise, please direct them to [applications@calrotaract.org](mailto:applications@calrotaract.org). Please allow 24-48 hours for a response.

### ELEGIBILITY

In order to apply for a board position, all applicants must be a current member, in good standing, of UC Berkeley Rotaract.

### POSITIONS & RESPONSIBILITIES

- Secretary
- Treasurer
- Professional Development Director
- Service Director
- Fellowship Director
- Marketing Director
- Web Director
- Historian
- Committee Chair

**Please note that Director positions are termed for 1 year (Jan. – Dec. 2010). Committee positions are termed for 1 semester; you may serve for 2 semesters consecutively.**

### SECRETARY

- Take detailed and well-organized minutes at all meetings, and send out minutes/newsletter to the mailing list within two days of meeting.
- Track meeting and event attendance of all members via online database.
- Create and update as necessary an officer and general directory, as well as [rotaract@list.berkeley.edu](mailto:rotaract@list.berkeley.edu) mailing list subscriptions.
- Manage online sign-up sheets available upon every general meeting.

- Manage and regularly maintain email account ([info@calrotaract.org](mailto:info@calrotaract.org)) by answering inquiries and/or forwarding to appropriate parties.
- Create sign-up slips and palm cards for every meeting.

### **TREASURER**

- Determine and maintain annual and semesterly budgets within 2 weeks after the start of the semester.
- Manage all reimbursements within 1 week of receiving the necessary materials.
- Work closely with the ASUC and ASUC advisor for funding and finance questions.
- Work closely with Berkeley Rotary for financial sponsorship of Rotaract activities and functions.
- Coordinate and assist all fundraising and grant applications efforts for each semester.

### **PROFESSIONAL DEVELOPMENT DIRECTOR**

- Coordinate BIWEEKLY networking/professional events and activities (e.g. career/internship fairs, speaker panels, resume/interview workshops, etiquette dinners).
- Work closely with key Rotarians to promote and foster the relationship between Rotary, Rotaract and Board of Officers (e.g. Rotary Brunch/Dinners, Rotary-Rotaract mixers).
- Coordinate and oversee Rotary-Rotaract mentorship program.
- Communicate to general membership & board of directors any upcoming news of internships, scholarships and other Rotary opportunities.

### **SERVICE DIRECTOR**

- Make initial contact with Community Organizations (COs) to learn about upcoming special events/needs
- Maintain relationship with COs by working with Historian to develop and distribute newsletters highlighting the work performed at their site.
- Coordinate weekly service projects by determining site needs, food, and transportation arrangements (as necessary). Includes both long-term and short-term planning for large and small projects, as well as incorporated service at general meetings.
- Pass off all project communications to Project Leader (fellow Director) who will manage day-of procedures and volunteer communications leading up to event.
- Maintain service calendar with updated status reports, contact information, and detailed project descriptions.

### **FELLOWSHIP DIRECTOR**

- Further develop the Fellowship Program by organizing more long-run projects, events and friendly competition.
- Oversee families by sorting members, coordinating joint family events, and providing support for Families
- Coordinate MONTHLY fellowship activities and social events (e.g. socials, study nights, brunch/dinners after meetings).
- Set agenda for Family time designated at each general meetings (e.g. ice breakers, family service projects).

### **MARKETING DIRECTOR**

- Coordinate large recruitment functions & strategies aimed to increase membership base.
- Produce flyers, posters, videos and other forms of media in order to promote club activities and functions.
- Coordinate biweekly tabling/flyering schedule for officers and special promotion events (e.g. Cal Day, Public Service Fairs).
- Work with the local media (e.g. newspapers, radio stations, TV stations, Cal Corps) and Cal Corps to advertise and publicize Rotaract events.
- Help manage communication between Rotaract and the local communities surrounding the club.
- NOTE: Working knowledge of design/editing programs is required.

### WEB DIRECTOR

- Update the website (<http://www.calrotaract.org>) weekly and within 1 day of the minutes being sent out.
- Update Twitter and the Facebook group weekly and within 1 day of the minutes being sent out.
- Maintain and update member and event database in conjunction with Secretary (ie. editing entries, updating style to match website)
- Work in conjunction with Historian and Secretary to update web references with updated newsletters
- NOTE: Working knowledge of HTML/PHP or design is preferred, but training can be provided if needed. Also, knowledge of photography/cinematography is required.

### HISTORIAN

- Document events through photography and/or cinematography.
- Produce and distribute a monthly Cal Rotaract newsletter to external Rotary Clubs/Districts and other related nonprofit parties.
- Collect and organize pictures, videos and other medias to be used for general meetings.
- Upload pictures to Picasa and to server for use on the website
- Compile pictures and videos into a Beginning-of-Semester Promotional Video and End-of-Semester presentation.

### COMMITTEE CHAIRS

*NOTE: Specific committees will be decided at a later date. Please be prepared to present a BRIEF exposition of your ideas at the interview. You may choose to apply for a suggested committee—see list below—or propose your own.*

- Create applications for interested members
- Facilitate and oversee regular committee meetings throughout the semester.
- Deliver all project proposals to Board of Officers with requests for Board involvement and assistance.
- Organize and delegate committee-related project planning to ensure overall event success.

N.B.: 1) At least 1 committee chair must be present at Board Meetings. Policy may change based on events.  
2) Committee chair terms will be on a SEMESTER basis.

#### Proposed Committees for Spring 2010 (List subject to change)

- ✓ International Service
- ✓ Local Service
- ✓ Relay for Life

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### ALL BOARD MEMBERS

- Promote awareness of Cal Rotaract & Rotaract District 5160.
- Foster positive fellowship amongst club members by regular encouragement of bonding and socializing.
- Attend weekly board and general meetings. (Limited to 3 excused absences.) Must be available on **TUESDAYS** from **7:00 PM to 9:00 PM** for meetings.
- Lead at least 2 SERVICE events per semester. Attend at least 40% of ALL events offered each month.
- Deliver progress updates to board at board meetings.
- Co-lead a Rotaract “Family” with another Rotaract officer.
- Assist other directors with tasks outside of your specified roles as needed.
- Table/flyer at least 1 hour per week.

N.B.: All Board Positions are **12 month terms**, based on the calendar year, except for Committee Chairs which are on **semester terms**, based on the Academic Calendar

**Please submit your applications by E-Mail.**

Please submit your applications via email to [applications@calrotaract.org](mailto:applications@calrotaract.org) with “ATTN: application for YOUR NAME HERE” in the subject line. Picture files, PDF files, and Word document files are all acceptable formats.

Expect to receive a confirmation email within 24 hours notifying you that your application has been received. If you do not receive notification, please send an email to [applications@calrotaract.org](mailto:applications@calrotaract.org) specifying your concern.

**ALL APPLICATIONS WILL BE DUE NOV. 21, 2009, BY 12:00 PM PST (Noon!)**

### The Application

#### BASIC INFORMATION

Name: \_\_\_\_\_  
(First) (Last) (Middle Initial)

Birthday: \_\_\_/\_\_\_/\_\_\_ Email address: \_\_\_\_\_  
(MM/DD/YYYY)

Daytime phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Major (or Occupation): \_\_\_\_\_

Year in School: \_\_\_\_\_

Resident mailing address:

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Apartment/Dorm number, if applicable)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

#### ROTARACT INFORMATION

Months with current Rotaract Club: \_\_\_\_\_ Years in Rotaract: \_\_\_\_\_ Years in Interact: \_\_\_\_\_

Have you attended a previous Rotary International Convention?  YES  NO

Position(s) for which you are applying *(please list in preferential order; specify committee, if possible)*:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please keep in mind that all applicants must be interviewed. Please select from the following the **time interval** during which you are available to be interviewed. Note that each interview will take **no longer than 15 minutes**.

Sunday, November 22, 2009

\_\_\_ 11:00 am- 12:00 pm

\_\_\_ 1:00 pm – 2:00 pm

\_\_\_ 12:00 pm - 1:00 pm

\_\_\_ 2:00 pm – 3:00 pm

Please select as many as possible. We will contact you with a confirmation time.

If you *absolutely cannot* make any of the times listed above, please suggest an alternate time: \_\_\_\_\_

### ADDITIONAL ATTACHMENTS

Please attach with this application the following:

#### All applicants

1. A list of relevant experiences and/or skills to the position(s) you are applying for. Please be as organized as concise as possible.
2. *Short answer:* Why are you a part of Rotaract, and why are you interested in being a part of Cal Rotaract's Board of Directors? (100 words max)

#### Committee Chairs

3. In addition to Items 1 and 2, please be prepared to present a BRIEF exposition of your ideas at the interview. You may choose to apply for a suggested committee—see list below—or propose your own. This does not need to be in written form.

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