



# Monta Vista Website Development Officer Application

## Directions

Fill out the application electronically or print neatly on a hard copy of the application.

- *Digital Copy*
  - Save the file as “*First Last\_PREFERRED Position*” (e.g. “William Doe\_Secretary.pdf”)
  - Send the file to [samantha\\_t\\_hung@yahoo.com](mailto:samantha_t_hung@yahoo.com) using the same title in the subject line.
- *Hard Copy*
  - Hand in the application to Sam Hung (either at meetings or arrange by email.)

## Dates

Deadline: **04/27/13 (Saturday)** You may submit anytime during and before this date, but not after.  
Results will be emailed and announced at our meeting on **05/03/13** (Friday).

## Section I. Basic Information

Name:  *(First Last; e.g. William Doe)*

Grade:  *(for the upcoming school year; e.g. 11<sup>th</sup>, 2015)*

Please select the option that best describes you:

- Paid and active member     
  Paid member     
  Active member     
  Current Officer  
*(Paid = paid \$5 membership fee, Active = regularly attend meetings)*

## Section II. Contact Information

E-mail:

IM: ,   
*(Client, e.g. G-Talk) (ID, e.g. williamdoe@gmail.com)*

Home Phone: (  ) -  -  *(e.g. (408)-123-4567)*

Cell Phone: (  ) -  -  *(e.g. (408)-765-4321)*

Please rank your preferred methods of contact:  
*(from MOST preferable [1] to LEAST preferable [4])*

E-mail     
  IM     
  Home Phone     
  Cell Phone

### Section III. Application Information

All officers are expected to:

- Come to as many meetings as possible
- Be respectful and responsible to the officer team and the advisor

Description of officer positions and roles:

*(Specifics may change depending on skills and qualities of elected officers. Please consider descriptions as suggestions of recommended abilities. New officer team will work together to fully develop positions.)*

#### President

- Communicate with **Club Advisor, Club Commission, ASB**, et cetera
- Manage club operation and coordinate officers
- Lead meetings

#### Vice President

- Assist the **President** in his/her responsibilities, as well as coordinating with other officers

#### Director of Technology

- Develop the curriculum
- Teach at meetings
- Maintain the website
- Other technical aspects of the club

#### Director of Operations

*The rest of the officer team will also be involved in following activities, but the **Director of Operations** will be responsible for coming up with ideas and organizing.*

- Marketing campaign
- Club Promotion Day and Club Day
- Socials, competitions, and other activities

#### Treasurer

- Manage club balance sheet and fulfill any other monetary duties (e.g. purchase food)

#### Secretary

*Will be communicating with the officer team and the members.*

- Send weekly emails
- Maintain the membership database and email account
- Take notes during officer meetings

Which positions are you applying for?

*(from MOST preferable [1] to LEAST preferable [6]; can apply for <6 positions by leaving field blank)*

1  2  3

4  5  6

## Section IV. Coursework

Please briefly describe your *anticipated coursework* for the upcoming year **and** classes that you have taken / planning to take that are *relevant* to your position(s).

*(a list is fine)*

## Section V.

Please *concisely* answer the following questions.

*(Do NOT feel obligated to fill up the space! Much more room is provided than necessary)*

1. *Why are you applying for an Officership with Monta Vista Website Development Club?*

2. *How are you qualified for the positions you selected? What makes you a good officer?*  
*(a list is fine)*

3. *What would you do to improve the club?*  
*(e.g. marketing, expanding membership, et cetera)*

4. **What else would you like to tell us?**  
*(anything relevant to the club and/or being an officer; e.g. why you became a member, what you like/dislike about the club—actually, anything appropriate)*

### **Congratulations!**

You have completed the officer application for **Monta Vista Website Development**.

We look forward to reading your application!

To maximize your chances of being selected, be sure to let the officer team (especially me—Sam) know who you are (say hi to us, participate at meetings, et cetera).

**Feel free to email me if you have any questions: [samantha\\_t\\_hung@yahoo.com](mailto:samantha_t_hung@yahoo.com).**

Please carefully review the instructions at the beginning of this document and confirm that you have completed the application completely and accurately.

### **Section VI.**

I, the undersigned, do hereby certify that the information stated in this application is true and accurate to the best of my ability, under penalty of perjury.

X

SIGNATURE OF APPLICANT *(type your name)*

/  /

DATE