



# Board Membership Application 2017-2018

## Instructions and Timeline

Please email your application and resume to [secretary.cwbs@columbia.edu](mailto:secretary.cwbs@columbia.edu) by **Friday, April 7th at 12pm** with the subject heading "2017 Elections".

Resumes must include your GPA and should be limited to one page. Please submit your resume as a PDF and title it in the format "Last name, First name, School & Year.pdf" (ie. Doe, Jane, CC19.pdf). Note that School and Year are formatted using abbreviations CC, BC, SEAS, GS and 18, 19, 20.

If accepted for an interview, you will be notified by **end of day, Friday April 7th**. Interviews will occur on **Sunday, April 9th between 10am and 5pm**.

## Applicant Information

**Name:** ..... **Phone:** .....

**Email:** .....

**Year:** ..... **School** (CC, SEAS, etc): .....

**Positions of interest** (you may list up to two preferences; see pages 3 and 4 for positions list)  
First choice: ..... Second choice: .....

# Application Questions

Please answer the following questions, in no more than two pages total:

1. Please list the CWBS events you have attended this past academic year.
2. What are some of the experiences and responsibilities you've had that would make you a good candidate for the position(s) you are applying for? Please respond for each position separately.
3. What are some new ideas or initiatives you would bring to CWBS?
4. How would you promote CWBS to the rest of the Columbia community?
5. Please list your past, current and prospective commitments or relevant experiences (ie. organizations, jobs, internships, projects, etc.), as well as your level of involvement in each.

# Additional Questions

1. Were you a member of a CWBS committee this year? If so, which one?  
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2. Weekly board meetings take place on Monday nights from 10-11pm. Board meetings are mandatory. Does this time/day conflict with your schedule? (Yes or No) .....
3. Do you plan on studying abroad at any point in the upcoming year? (Yes or No) .....

# CWBS 2017-2018 Board Positions Information

Below are the available positions for the upcoming academic year. To learn, we invite you to come chat with us at our Elections General Body Meeting on **Wednesday, March 29th from 8-9pm at Kent 424**. Or, feel free to email us at [secretary.cwbs@columbia.edu](mailto:secretary.cwbs@columbia.edu).

## **Marketing Co-Chair** *(will head a committee)*

- Communicates upcoming CWBS event information to members via flyering, dorm-storming, and social media (note: the current Communications Chair position will be fused into the Marketing Co-Chair position for the upcoming year)
- Works closely with all board members to improve event engagement on larger Columbia community on and off campus
- Responsible for maintaining attendance levels at events
- Ensures a cohesive CWBS brand identity on campus and to corporate sponsors

## **Conference Chair** *(will head a committee)*

- Responsible for the planning and execution of the annual CWBS conference
- Lead the conference planning committee, obtain gift bag donors, and oversee most conference operations

## **Alumnae Relations Chair**

- Distributes an organized, consistent, professional and viewer-friendly newsletter at the same time every month
- Collaborates with 2-3 alumnae spokeswomen to host 1-2 alumnae events each semester
- Organizes the Alumnae Mentorship Program in the fall, with 1-2 additional program events during the year
- Works with various University alumni associations to reach out to notable alumnae to secure panelist positions for annual conference

## **Membership Development Chair** *(will head a committee)*

- Strategizes and executes long-term membership development programs, including business education and recruitment preparation, and bonding events
- Organizes 1-2 town hall-style open meetings every semester for general body members in order to recruit volunteers, gather ideas and solicit feedback
- Plans 2-3 club-wide events per semester

## **Treasurer**

- Be proactive in determining when funds will be needed for events/projects.
- Handle all purchase requests (FTFs) for the annual conference, sponsor events, club meetings, and board meetings.
- Work with Co-Presidents and Vice President of Sponsorship to contact and follow up with corporate sponsors to receive payments.
- Collect and deposit money from club sponsorships, gifts, payments, etc.