

# The Big Event 4

## Executive Board Application

Please complete this application by **Tuesday, April 6, 2010**, and submit to Chris Lavan, Director of Community and Intercultural Engagement, in the 2910 Building. Positions and their respective responsibilities are located at the end of the application.

- All applicants should be available for a 15-minute interview during the week of April 12-16.
- Applicants can sign up for interviews when turning in the application.
- Applicants will be notified via email about positions filled on April 16.

Name: _____	Classification: _____
Position Applying for: _____	Phone: _____ Email: _____ Cumulative GPA: _____

Please TYPE your answers to the following questions on a separate sheet of paper:

1. Why do you want to have a leadership role in the Big Event?
2. List any experience(s) that you have had that you feel qualifies you for the position in which you applied.
3. List any extracurricular involvement and leadership positions you currently hold or have held both on and off campus.
4. Briefly explain a time when you have had to overcome some type of obstacle or rough time while trying to plan for and implement an event, program, or project.
5. Briefly describe some initiative that you would like to implement for the position in which you applied.

By signing below, I give The Big Event the right to access my academic records to verify that I am a full time student with at least a 2.0 GPA and am in good standing with Centenary College.

X \_\_\_\_\_ Date: \_\_\_\_\_

## The Big Event Executive Board 2011 Leadership Position Descriptions

### Director of The Big Event

- Runs all Big Event Meetings
- Serves as the public face of the Organization
- Responsible for meeting with advisor(s) on a regular basis
- Responsible for every officer on the Executive Board
- Responsible for fundraising and attaining in kind donations for the event

### Assistant Director of The Big Event

- Responsible for attending all Big Event Meetings
- Runs meeting in the absence of the Director
- Responsible to act as the Director in the absence of the Director for all occasions
- Creates and manages the timeline of the Day's events
- Responsible for finding runners for the day of the event
- Books entertainment, refreshments for the event
- Responsible for booking transportation for volunteers
- Responsible for coordination of volunteer services (ie. Volunteers for baby sitting, etc.)
- Works with the Supply Coordinator to create the most efficient way to transport supplies to and from the job sites for the day of the event

### Communication & Media Coordinator

- Responsible for attending all Big Event Meetings
- Responsible for updating the Big Event Webpage
- Serves as liaison to the Centenary Marketing Department and other Media Outlets
- Designs all advertisement (Banners, Flyers, etc.) for the Big Event
- Responsible for coordinating T-shirts and other necessary supplies for the Big Event Committee
- Works with the Assistant Director to help manage the most effective way to transport volunteers to and from the job sites

### Supply Coordinator

- Responsible for attending all Big Event Meetings
- In charge of storage, distribution, and purchasing of all supplies needed by the volunteers the day of the event
- In charge of prepping and organizing the supplies after the Big Event
- Works with the Work Site Coordinator to visit all the work sites to make sure that all supplies are ready before for the event

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### Work Site Coordinator

- Responsible for attending all Big Event Meetings
- Responsible for visiting and evaluating all job sites with the Supply Coordinator and the Big Event Advisor
- Responsible for creating and following criteria for qualifying job sites for the Big Event
- Works with the Volunteer Coordinator to match volunteers with the job sites

### Volunteer Coordinator

- Responsible for attending all Big Event Meetings
- Responsible for recruitment and registration of volunteers
- Responsible for contacting faculty, staff, and alumni about the event
- Create a week in the fall for Big Event Awareness
- Responsible for Registration and Check In the Day of the Event
- Builds Relationships & Collaborates with other student organizations and sports teams