

The Carter G. Woodson Black Awareness Committee 2008-2009 Executive Officer Application

STOP! Before you fill out this application, you must first visit <http://apply.msc.tamu.edu> and follow the instructions on the website. Print out the cover sheet provided, then hand it in with this application. The number found on this sheet will be known as your application number. This number will be used for interviewing, and to uniquely identify each applicant.
NO APPLICATION WILL BE ACCEPTED WITHOUT THE COVER SHEET ATTACHED.

Student Information: Please Type or Print Legibly

Last Name: _____ First Name: _____

Email: _____ Classification: _____

Membership Requirements

- Maintain a 2.0 GPA or better throughout the school year. (*Advisor will review grades*)
- Have an e-mail account, or open an account upon submission of this application that is readily available to you.
- \$25 Membership Package (includes WBAC polo, badge, and retreat)

Are you running for Class Office? Yes No **Application Number:**

Please select the position(s) for which you are applying (*max 3*)

- Vice Chair and Director of Administration (1)
- Director and Associate Director of Finance and Development (2)
- Director and Associate Director of Marketing and Publicity (2)
- Director and Associate Director of Operations (2)
- Director and Associate Director of Speakers (2)

Essay Questions: On a separate sheet of paper(s), please answer the following questions.

1. Why do you want to be a part of the WBAC Executive Staff?
2. Why is the education and celebration of Black heritage and culture important to the campus of Texas A&M?
3. Please list any prior leadership experience.
4. List any other time/organizational/work commitments for upcoming school year.



OFFICER APPLICATIONS ARE DUE THURSDAY, MARCH 20 BY 6PM
Return applications to the Glass Island in the Student Programs Office (MSC216) and
sign up for an interview time in the WBAC cubicle



The MSC Carter G. Woodson Black Awareness Committee Executive Staff and Committee Descriptions

ALL MEMBERS

- Establish a healthy rapport associated faculty and staff
- Be open to criticism
- Ability to work well with others
- Ability to manage conflict
- Be able to responsibly delegate tasks
- \$25 Membership Package (includes WBAC polo, badge, and retreat)
- Actively participate in Executive Staff and Sub-Committee meetings
- **Attend ALL WBAC Functions and Events**

Memorial Student Center Comprehension

- Understand the Constitution of the Memorial Student Center
- To ensure the committee represents the MSC in a positive manner
- Committee members should understand that they are part of the MSC

Vice Chair and Director of Administration

- Assists the Chair in the coordination and execution of all operational activities
- Assists with Development efforts and retreat planning
- Responsible for taking minutes during meetings and disseminating that information to rest of the organization in a timely fashion
- Will preside over the bi-weekly Edutainment Sub-Committee meetings
- Responsible for documenting organization events and maintaining related records
- Be willing to travel to meet with potential donors
- Work with Chair to develop meeting agendas and ensure agenda available to staff at least one day prior to meetings

Director and Associate Director of Finance and Development

- Responsible for maintaining and proposing the committee budget
- Will collect receipts and work with the WBAC support staff member to process payments of all bills
- Will work with each sub-committees to ensure that individual budget targets are met
- Will work with MSC Development to maintain and update the WBAC donor database
- Will work with the Director and Associate Director of Marketing and Publicity to create and disseminate a WBAC newsletter each semester
- Will coordinate one major fundraising event in addition to donor letters and requests
- Responsible for all fundraising activities such as receptions, vending, internal funding, and establishing relationships with former students, parents, and other potential donors
- This position may require travel to meet with potential donors
- The Director is ultimately responsible for ensuring that all assigned task are completed
- The Director will serve on the Major Speakers and Lectures Sub-Committee
- The Assoc. Director will serve on Edutainment Sub-Committee



OFFICER APPLICATIONS ARE DUE THURSDAY, MARCH 20 BY 6PM
Return applications to the Glass Island in the Student Programs Office (MSC216) and
sign up for an interview time in the WBAC cubicle



Director and Associate Director of Marketing and Publicity

- Will coordinate the organizational brochures, publicity, media purchases, photography and strategic marketing for the organization and **ALL** of its programs
- Responsible for developing new innovative and creative ideas for inexpensive marketing programs
- Will work with the Director and Associate Director of Finance and Development to create and disseminate a WBAC newsletter each semester
- Responsible for print advertising, radio, television ads, arranging displays in kiosks, reserving banner space, and multimedia presentations when necessary
- Will work with the Chair and advisor to manage and maintain the organizational website
- The Director is ultimately responsible for ensuring that all assigned task are completed
- The Director will serve on the Major Edutainment Sub-Committee
- The Assoc. Director will serve on Speakers and Lectures Sub-Committee

Director and Associate Director of Operations

- Responsible for identifying and solidifying venue arrangements for all programs
- Will coordinate all lighting, music, and other technological needs for each program speaker or artist
- Will prepare and complete evaluations in ELIAS for all programs
- Will prepare approval forms and set up travel, lodging, and dinner arrangements for committee members on trips, retreats etc.
- Will work with the Chair and advisor in negotiating facilities/event contracts when necessary
- The Director is ultimately responsible for ensuring that all assigned task are completed
- The Director will serve on the Major Edutainment Sub-Committee
- The Assoc. Director will serve on Speakers and Lectures Sub-Committee

Director and Associate Director of Speakers

- Responsible for identifying and serving as the primary contact for potential program speakers
- Will work with the advisor in negotiating contracts with speakers, entertainment agencies, and professional agents
- Will assist the Director and Associate Director of Operations in the preparation and completion evaluations in ELIAS for all programs
- Will prepare approval forms, evaluations, and set up travel, lodging, and dinner arrangements for speakers and guests
- Will assist in managing small and large programs throughout the year including conferences
- The Director is ultimately responsible for ensuring that all assigned task are completed
- The Director will serve on the Major Speakers and Lectures Sub-Committee
- The Assoc. Director will serve on Edutainment Sub-Committee



OFFICER APPLICATIONS ARE DUE THURSDAY, MARCH 20 BY 6PM
*Return applications to the Glass Island in the Student Programs Office (MSC216) and
 sign up for an interview time in the WBAC cubicle*



Sub-Committees

Major Speakers and Lectures Sub-Committee

Members: Chair (Chair), Dir. of Speakers and Facilitators, Assoc. Dir. of Operations, Dir. of Finance, Assoc. Dir. of Marketing

The subcommittee will coordinate a minimum of four (4) campus-wide lecture and/or forum programs each semester including a major speaker program in the fall, and the Annual Reverend Dr. Martin Luther King, Jr. Breakfast in the spring.

Edutainment Sub-Committee

Members: Vice Chair (Chair), Assoc. Dir. of Speakers and Facilitators, Dir. of Operations, Assoc. Dir. of Finance, Dir. of Marketing

The subcommittee will coordinate a minimum of four (4) campus-wide non-traditional education/entertainment (edutainment) programs each semester including a major program in the fall, and the Annual Black History Game Show in the spring.



OFFICER APPLICATIONS ARE DUE THURSDAY, MARCH 20 BY 6PM
*Return applications to the Glass Island in the Student Programs Office (MSC216) and
sign up for an interview time in the WBAC cubicle*

