

# Spanish Club

Officer Application (Due April 12, 2013 to Mr. Leal rm. 289)

Name: \_\_\_\_\_

Current Grade (*circle one*): 9      10      11

Cell #: (      ) \_\_\_\_\_

Home #: (      ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

List from 1-3 the position you desire (1 being the most desired) Below are brief descriptions of the following positions. Descriptions are on the last page.

\_\_\_ President

\_\_\_ Vice President

\_\_\_ Treasurer

\_\_\_ Publicity

\_\_\_ Artistic Director

\_\_\_ Hospitality

\_\_\_ Secretary

\_\_\_ Technology (Web Manager)

\_\_\_ Inter-Organization Council Representative (IOC Rep)

\_\_\_ Historian

Some positions require special skills. Regardless of the office you are applying for, please circle your ability to do the following tasks. (+ indicates most competent, √ have some ability but not a strength for you, - you are not comfortable or strong enough in this area.).

|   |   |   |   |
|---|---|---|---|
| Able to lead general meetings                           | - | √ | + |
| Able to improvise on the spot                           | - | √ | + |
| Able to lead small groups                               | - | √ | + |
| Competent in PPt or Prezi                               | - | √ | + |
| Competent in digital scrapbooking<br>(Shutterfly, etc.) | - | √ | + |

Questions: Please answer the following questions as clearly as possible.

1. Briefly explain why you chose your first choice position and why you deserve it.

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2. List 3 qualifications and 1 weakness that you have. Be prepared to elaborate on your response during the interview.

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3. **Spanish Club requires a lot of work and dedication.** What other responsibilities/obligations do you have (academic and nonacademic) ie: clubs, sports, music lessons, etc. Are you a member or officer? How can you manage your time?

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4. What do you think is the purpose of Spanish Club? Explain.

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5. It is always a challenge to think of interactive, interesting, and educational activities for every monthly meeting. Brainstorm *at least three great* activities/ meeting themes that we could implement next year. Also, how will you contribute to meeting ideas next year and if you are a current officer, how have you demonstrated this last year?

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6. Do you have siblings and/or parents available to bring food/materials for an event during school hours?      Y      N

7. On occasion, are you available to work fundraisers after school? (3:00pm – 3:30pm) Y N

8. On occasion, are you available to meet after school or week-ends (poster painting, meeting preps, concert preps, etc.)

Interview sign-ups will be available upon turning in app. (4/12/13)

## **Description of Positions. PLEASE DO NOT TURN THIS IN**

**President:** plans agenda for all events and meetings with the help of Vice President. Keeps open lines of communication and unity with all officers, members, and advisors (Sra. Buccola and Sr. Leal). Send out e-mails two days before a general meeting that week (*Facebook?*, *text message?*).

**Vice President:** helps president oversee and plan all events and meetings. In charge of special events (Spanish concert and food sales)

**Treasurer:** very important job because Spanish Club manages a lot of money for meetings and events throughout the year. **Keeps track and updates officers/advisors of the club's monthly balance.** Is responsible for all financial tasks (P.O. Request, receipt reimbursements, requesting Cash Box in advance for food sales)

**Publicity:** publicity is the lifeline for our club. Only through creative flyers and posters can members be aware of future meetings. In charge of creating, posting, and removing all posters/flyers, which must be signed and approved by our advisor (at least 1 week in advance).

**Artistic Director:** Very creative, interesting, and fun. Keeps close contact with publicity. Takes good care of our art supplies. In charge of planning, organizing & gathering decorations for each meeting (by theme). In charge of decorations for theater for the Spanish concert.

**Hospitality:** a big, fun responsibility. In charge of food for general meetings and other supplies needed for meetings (craft supplies, etc.) keeps close contact with vice president. **Has to have parent/siblings available to pick up and drop off meeting food at the end of 4<sup>th</sup> period, or right before lunch for our general meetings.**

**Secretary:** keeps close contact with publicity and president. Writes Bull Sheet announcement forms for USB. **Takes notes during meetings** and update members/officers/advisors through e-mail. Fills out any necessary official school forms and turns them in on time. Keeps *Google docs* updated with current information/feedback from our meetings.

**Technology:** Maintains and updates website with pictures (from historian) and announcements. Prepares PowerPoint presentations with graphics, multimedia, etc for each meeting. Be very familiar with PowerPoint and/or Prezi and know how to set up computer in Golden Horseshoe.

**Historian:** attend all events WITH a digital camera on hand and ready. Chronicles the year's events and prepares a nice album at end of the year. Communicates with advisors bi-weekly to update Spanish Club webpage on dbhs.org.

**IOC Rep:** represents the club for USB IOC meetings. Updates officers on any news. Must have a flexible fourth period to attend these meetings. In charge of general forms like Activities Request forms and Set-up forms for food sales. Updates officers about upcoming Food Fairs.