

## AS Volunteer Connection 2013-2014 Board

**AS VC Mission Statement:** Associated Students Volunteer Connection dedicates its time and resources to providing the UCSD community with fresh and innovative volunteer opportunities. It oversees five programs year round and spends much of its time searching for volunteer opportunities that best suit the needs of UCSD's ever changing student, staff and faculty communities. Volunteer Connection also provides information about off campus events and volunteer opportunities both in and around San Diego County. Volunteer Connection strives for excellence, working together with other organizations to promote community service at UCSD.

### Board Member Requirements:

- Work in a professional manner representing Volunteer Connection in a positive way
- Bring energy, enthusiasm and leadership to the organization and commit for one academic year 2012-2013 to the board
- Be willing to work as part of the AS VC team and recruit and oversee your specific area
- Attend weekly board meetings, time [TBA]
- Attend ALL AS VC events
- Devote 5 hours a week to staffing the VC office

**Journalist:** The journalist will work on creating a weekly newsletter to go out each even academic week (Weeks 2, 4, 6, 8, 10) of each quarter. He/she will be responsible for maintaining the current list serve and promoting the newsletter. The journalist will also be responsible for updating the VC Facebook page on a weekly basis. He/she should be proficient with both macs and pcs.

**Special Events Chair:** The Special Events chair will be responsible for overseeing the special events committee. He/she will be responsible for all of the special events committee member duties as well as attending weekly meetings with the VC directors.

**Special Events Committee:** The special events coordinators will be responsible for working with the directors in the overseeing, planning and execution of Volunteer Connection's quarterly events. This position includes outreach to community partners, advertising, booking the venue and overseeing the event. This position requires committee members to work well with each other in helping to promote and plan Volunteer Connection events. Committee members will also attend their own committee meetings once a week.

**Publicity Chair:** The publicity chair will be a member of the special events committee and as such hold all responsibilities for a special events committee member. He/she will be responsible for obtaining, and implementing advertising and publicity strategies for each Volunteer Connection event as well as for each Volunteer Connection internal organization. The publicity chair should work closely with the directors and the journalist to maintain the VC website as well as the VC Facebook page. Knowledge of web formatting and moderate to high levels of computer skills is recommended. Experience working with AS Graphics studio also recommended.

**Program Directors:** Program directors will oversee their particular organization as well as serve as an officer in Volunteer Connection, being responsible for all board member requirements including office hours and attendance at all meetings and Volunteer Connection events. Program directors are responsible for attending monthly Volunteer Connection internal organization meetings with their organization members.

1. Active Students for Kids Director
2. Best Buddies Director
3. Eyes on the Elderly Director
4. Parkinson's Association Director

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

AS Volunteer Connection Board Member Application

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

Email: \_\_\_\_\_

Birthday: \_\_\_\_\_

Phone: \_\_\_\_\_

Class Standing: \_\_\_\_\_

Major: \_\_\_\_\_

College: \_\_\_\_\_

Please circle the positions of interest

Journalist      Special Events Chair

Special Events Committee

Publicity Chair

Program Director:

\_\_\_\_\_

What does service mean to you?

What skills will you bring to your position?

During the past year, what AS Volunteer Connection events or activities have you participated in? If none, what other activities have you participated in?

How much time are you willing to commit to your position? Will you be available to work weekends and evenings?

Are you able to work as a team member? Can you manage time wisely?

Please list prior volunteer and leadership experiences that are relevant to the position you have chosen.

If you have any questions or concerns please email Volunteer Connection Director Tomiko at [t7willia@ucsd.edu](mailto:t7willia@ucsd.edu). Please turn in your application for consideration to the Volunteer Connection office on the third floor of Price Center, East not later than Tuesday, June 4 by 6:00pm.

Interviews will follow, please list the days and the best time available to meet with you below.