

**Executive Board Application**

Please complete the following application by 2/28/20 and send to [**medlifeindianau@gmail.com**](mailto:medlifeindianau@gmail.com)to be considered for a position on MEDLIFE’s Executive Board.

|  |  |
| --- | --- |
| NAME |  |
| EMAIL |  |
| PHONE NUMBER |  |
| YEAR |  |
| MAJOR OF STUDY |  |

**Position(s) of Interest (see bottom)**



Why did you join MEDLIFE?

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Why are you interested in each position?

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Describe a favorite moment or insight learned from a MEDLIFE sponsored event

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Describe any past leadership experience.

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What are your future goals?

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List any extracurricular activities that you participate in at IU:

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**MEDLIFE Executive Position Requirements**

* Co-Presidents: Work with together to create goals for EB and oversee their endeavors, communicate with Liz, set up GB and EB Meetings, reserve locations, and run them
* Dir. of Fundraising: plan and carry out at least one large scale fundraiser per semester, stay in touch with Liz and educate our members on what our fundraising is going towards, oversee your chairs and help with their events
  + Financial Chair: in charge of all finances including ledger and bank account, will also absorb the role of the secretary (track EB minutes and send out MEDLIFE Monday emails)
  + Fundraising Chair: plan and carry out at least two small scale fundraisers and one dine to donate per semester, help your director with large scale events
* Dir. of Volunteering: organize at least two large scale volunteering events for semester and several small scale weekly volunteering opportunities
  + Volunteering Chair: help your director with large/small scale volunteering events, work together to increase regular attendance at GB. Ensure that the people volunteering have already paid dues. Track all people that have volunteered.
  + Professional Development Chair: will plan one large scale professional development activity per semester and absorb roles of the academic chair (plan study tables and a couple de-stress events). Study tables should be weekly and can be biweekly during exam weeks to encourage member attendance. For de-stress events, it is possible to rent out a yoga studio with an instructor at the SRSC or to contact someone with CAPS to help facilitate a de-stress event. An educational talk that relates to the MEDLIFE mission should be planned for one GB a semester. Possibly have MEDLIFE Office Hours
* Dir. of SLTs: Recruit people to go on SLT’s. Organize at least three general SLTs this year (maybe consider also doing a winter break trip?). Conduct SLT meetings and organize group airfare (if wanted). Answer lots of questions.
  + Language and Culture Chair: work with your director to plan out trips and run meetings. Ensure that students are well educated on language and culture of the place we are going, carry out cultural sensitivity training, plan at least one social per trip, enforce involvement of people going on trips.
* Dir. of Marketing: run all social media pages with weekly updates and constant posts, in charge of all flyers, set up tabling for recruitment or large events, design and order merchandise, oversee chairs.
  + Social Chair: Plan at least two socials per semester, be MEDLIFE’s hype man, work closely with your director to help with their role. Help design and come up with apparel. Work with Dir. of Marketing with flyers and any other important social media announcements.
  + Tech Chair: in charge of the website and make sure it has the capability of Google Sheets(GB sign in, volunteering sign up), google calendar, joining email lists and GroupMe’s, anything else you’d like, can integrate new aspects to make communication with GB run smoothly. The more tech savvy or familiar with tech you are, the better it will be for you. Must be willing to meet with the Director of Tech to start learning once appointed.
  + Recruitment Chair: work with director and pres/VP to participate in involvement fairs (general and specific schools), organize speaking in classes, regular tabling, year round recruiting to join the club
* Dir. of Dentistry: The main focus of this new position is to recruit and integrate pre-dent and members in dental school, plan at least one dental corps SLT, run meetings to prepare volunteers (reach out to director of SLT for help), and oversee your chairs
  + Global Dentistry Chair: work with your team to plan dental corps SLT and run those meetings, work with Dir. to recruit students for the trip via flyers and speaking in classes
  + Local Dentistry Chair: work with your team to plan local dental events, fundraisers, shadowing (whatever you want) for IU dental students, constant outreach to dental students and local Dentists for volunteering opportunities

**FOR EVERY POSITION**

* Voice your opinion! Each position is valuable and your voice should be heard
* Participate in MEDLIFE events: How can we expect our GB to go to socials/fundraisers/volunteering if we ourselves don’t go to them?
  + Socials: you must go to at least two per semester
  + Fundraisers: you must help with large scale unless already filled by GB; participate in 2 of the 3 small-scale fundraisers per semester
  + Volunteering: volunteer at least three times per semester
  + Talking in classes: at beginning of each semester
* Must have Wednesday night’s free (all GB and EB meetings will be at 7pm)

