**Tarragon Dragon recruitment form**A picture containing drawing, clipart, illustration, text

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# What is Tarragon?

Tarragon is a student association (VZW) based in Kortrijk where everyone can partake in weekly Open Game Nights and tri-weekly events surrounding TTRPGs and boardgames. These are organised every Wednesday from 7 to 10 pm @ Crafty Potions (Kortrijk, Sint-Jansstraat 21).  
Tarragon is predominantly active during the academic year. However, we tend to organise Open Game Nights and study during holiday breaks and exams to keep international students in mind.

It was first founded by four students in 2021 under the name DnD&DAE. In 2022 it grew to be a core branch of the DAE ACTIVE Community and since 2023 we became independent as Tarragon.  
It was originally founded to bring people together to play TTRPG’s but quickly expanded to board/card game nights, cosplay/roleplay events, mini painting/drawing workshops, Last Night on Earth and so much more! Our target audience are people with a love for Fantasy, Science-Fiction and everything in between. We’re an inclusive association that strives to create awesome events for our community where they can meet other likeminded people.

Tarragon’s community members can be divided into 5 categories:

* Thane and Viceroy: president and vice president of Tarragon.
* Dragons: the admins of Tarragon.
* Ancients: retired Dragons.
* Kobolds: anyone who has a valid Tarragon membership card.
* Humans: anyone who partakes in Open Game Nights and events organised by Tarragon.

Anyone who enjoys TTRPG’s, card- and board games or just likes to socialize in Tarragon’s setting is welcome to join the community. Tarragon happily accepts newcomers to their games. If you’re less interested in playing games, but simply wish to socialize with a bunch of nerds we’ll gladly accept you within our midst.

However, there are a few requirements to become a Dragon.

# Meet the Team

The upcoming team currently consists out of 6 members:

* Bert Moors
  + Current positions: Lead Discord, Public Relations (PR)
  + Years as Dragon: 1
  + Age: 24
  + Occupation: Freelance Programmer
  + Passions: Board games, DIY projects and weird TTRPG’s
* Brenainn Vanhaverbeke
  + Current positions: Venturer, PR
  + Years as Dragon: 1
  + Age: 31
  + Occupation: Potatomancer
  + Passions: Bad jokes, gaming in all forms, reading
* Farah Claessens
  + Current positions: Treasurer, Lead Human Resources (HR), Media
  + Years as Dragon: 3
  + Age: 25
  + Occupation: Freelance 3D Animator
  + Passions: TTRPG’s, animation, board games, gigs and scaring Jef with my chocolate milk addiction 😊
* Jasper Goens
  + Current positions: Secretary (Scribe), Lead Media
  + Years as Dragon: 3
  + Age: 23
  + Occupation: Freelance
  + Passions: Storytelling, education and digital art
* Mattis Deryckere
  + Current position: Thane
  + Years as Dragon: 2
  + Age: 23
  + Occupation: Student
  + Passions: TTRPG’s, Flesh and Blood, video games, drawing and napping
* Stef Claes
  + Current positions: Viceroy, Lead PR
  + Years as Dragon: 2
  + Age: 26
  + Occupation: Student
  + Passions: TTRPG’s, board games, art, writing, animation, tennis, food, video games and music

# Who are we looking for to join us?

We are looking for students and non-students alike who can manage a community and are passionate about creating engaging events and fun Open game Nights for large or small audiences.

We have a few requirements that Dragons must uphold:

* **Integrity:** you are honest, can be confidential and don’t discriminate.
* **Communication:** you convey opinions and ideas clearly, don’t hesitate to notify the team of any news and you are proactive in meetings.
* **Punctuality:** you respect your team’s time by arriving before the start of meetings, 15 minutes in advance for Open Game Nights and 30 minutes in advance for events unless stated otherwise.
* **Team-player:** you can collaborate with others, take/give constructive feedback, speak up in a group and are respectful towards other Dragons, partners and sponsors.
* **Dependability:** you can take on responsibilities, are self-motivated, can complete tasks without regular follow-up, are a reliable responder and take initiative.
* **Work/life balance:** you have your studies/work under control to dedicate enough time for weekly Open Game Nights, weekly team meetings, weekly event preparations and tri-weekly events.

We’re looking for various qualities to fit within our team. You don’t have to be proficient in all of them but know that you will encounter each of these throughout your time as a Dragon.

* **Detail-oriented:** you are organized, forward-thinking, and can think outside of your role.
* **Flexibility:** you can take on extra responsibilities if needed, are adaptable and reserve time for event preparations.
* **Creativity:** youcan bring new ideas forward, think outside the box, resourceful and open to receiving and giving feedback.
* **Community:** you are community-minded, sociable, capable of confrontation, helpful and avoid gossip.

Older Dragons will be able to assist and guide you through the first few events and Open Game Nights if needed, so no worries!

# Positions and Responsibilities

We are aiming to form a team of around 10 people who will take on one or more of the following positions:

* Thane:
  + Held accountable for Tarragon, communicates with partners, signs off contracts, leads, plans and concludes meetings, plans activity calendar, distributes tasks and responsibilities, and evaluates, supports and follows up on Dragons.
* Viceroy:
  + Takes over in Thane’s absence, supports Thane and Dragons in their tasks, primary contact for sponsors and third parties, makes sure sponsor and third-party contracts or agreements are upheld, and controls financial state of Tarragon.
* Secretary:
  + Head of administration, signs important documents alongside Thane, responsible for members list, sets up emails/letters/invites in the name of Tarragon, and handles administrative paperwork and digital documents.
* Treasurer:
  + Head of accounting and finances, prepares financial plan to keep Tarragon net positive, monitors and regulates spending, prepares budgets and calculates earnings each paid event, handles bookkeeping, and reports on financial state of Tarragon.
* Public Relations (P.R.):
  + Responsible for all communication towards Kobolds and Humans through social media, assists Viceroy in upholding contracts for sponsors and third parties, and follows up and works closely with Media to publish events/promotional material/graphics.
* Human Resources (H.R.):
  + Keeps track of team dynamics to assure we function well as a team, organises team buildings, plays off on difficult situations or talks to members who show inappropriate behaviour, organises individual meetings with Dragons once per semester, does random wellbeing checkups, and does small things to keep the team happy.
* Media:
  + Designs all graphics for Tarragon (ex. Membership cards, flyers, posters, banners), works closely with P.R. to publish events/promotional material/graphics, works with Web for website graphics, and creates merch, after movies and photography of events.
* Web:
  + Creates and maintains Tarragon’s website, moderates Tarragon’s and LNOE’s discord server, manages discord bots, handles tech used during events (ex. live graphics changes).
* Scribe:
  + Takes thorough meeting notes during weekly meetings and General Meetings and creates items on Github for every new task.
* Open Game Master:
  + Main organiser of Open Game Nights, attracts people to Open Game Nights with weekly board games/TTRPG’s/other activities, and communicates with Treasurer and Viceroy for materials and third party assistance.
* Venturer:
  + This role is appointed per event to the main organiser, the venturer ensures smooth organisation of the event, works with Viceroy to communicate with third parties, works with P.R. for announcements and communicates with the Treasurer on event budgets.

# Personal Information

* Full Name: x
* Occupation (if student: name university/college, course and year): x
* City of residence/dorm: x

# General Questions

Tell us a little bit about yourself (age, pronouns, passions).

Have you joined Tarragon Open Game Nights or events before? How did you experience them? (min. 3 lines)

Do you have any feedback or opinions about Tarragon? (min. 1 line)

Why do you want to become a Dragon? (min. 3 lines)

Which position(s) are you interested in? Explain why you’d fit these positions. (min. 1 line each)

What other skills can you contribute to Tarragon? (min. 2 lines)

Do you have any experience in leading a real-life community? (min. 2 lines)

Do you have any knowledge about D&D or other TTRPG’s? If so, what? (min. 3 lines)

Do you have any experience with google sheets and other google products? (min. 2 lines)

Do you have any experience with managing a Discord server or other social media? (min. 2 lines)

What is your favorite board/card game?

Do you have your studies/work under control? Do you have enough spare time to invest in weekly team meetings, Open Game Nights, events and position duties? (min. 2 lines)

What is your preferred form of contact? Please provide your Discord, e-mail and phone number.

You will be contacted by HR once your application is reviewed and might be asked some additional questions. Once you’ve been accepted as a potential candidate, are you open and able to physically meet the team for a casual meet & greet at Crafty Potions?