**NOVAdance 2017 Committee Application**

**Thank you for your interest in applying for NOVAdance 2017 Committee! Please answer the following questions in 250 words or less. Completed applications can be turned in at Dougherty 214 starting Thursday, September 1st until Tuesday September 6th at 5pm. Please sign up for an interview after turning your application.**

1. Why do you NOVAdance?

2. Please list your top three positions and your goals for those positions

3. What quality or skills do you possess that make you a good fit for the above positions?

Positions descriptions can be found at the end of this document

4. What did you like most about NOVAdance 2016? What can be improved upon?

5. If you woke up to 2,000 emails and could only answer 300, how would you pick which ones to answer?

6. Please list any commitments you already have and how you prioritize them

7. Are you available for a 2 hour meeting every week midday Sunday’s? (Yes or no)

8. If you are not able to be placed on Committee this year would you be interested in being involved in other ways? (Yes or no)

NOVAdance is a small committee and we are unfortunately unable to place all highly qualified applicants within committee. However, we do promise that anyone with a desire to fight childhood cancer will find a place to with NOVAdance.

**NOVAdance Committee Positions 2017**

NOVAdance Committee is divided into five unique subcommittees: Development, Human Resources, Logistics, Public Relations, and Recruitment. Within these subcommittees we have chairs and assistants who work in tandem to accomplish their specific committee’s goal. Throughout the year all of committee collaborates together to ensure the success of NOVAdance 2017 in both fundraising and in service of our B+ Heroes.

**Development**

The Development Committee, formerly known as fundraising, is responsible for the overall success of NOVAdance’s fundraising mission. Chairs and assistants work in tandem to raise money to fight childhood cancer while the entire subcommittee collaborates together to create and implement new ideas or improvements to older systems.

* **Accounting Chair**
  + Responsible for financial tracking and planning.
  + Updates running total of online and offline donation as well as capital spent and our return on investment.
  + Also in charge of ensuring all cash donations are handled securely
* **Canning Chair**
  + Canning is similar to ‘Shake the Can” fundraising events. With the permission of local businesses and in compliance with local ordinances we spread the word of NOVAdance, the B+ Foundation, and childhood cancer while politely soliciting donations.
  + Common tasks include
    - Organizing trips including volunteers, transportation, and locations
    - Developing a calendar of canning trips for the semester
    - Bringing a fun and positive attitude to each trip
* **Community Liaison Chair**
  + This position is the main point of contact between local business and organizations
  + Common tasks include
    - Connecting with local businesses to form fundraising partnerships
    - Planning Restaurant Week
    - Organizing ‘Dining for Dollars’ events
    - Tracking relationships across multiple committees to ensure streamlined communication
* **Community Liaison Assistant**
  + Works with the Community Liaison Chair to ensure the success of NOVAdance holistically and of the Community Liaison Committee
* **Special Events Chair**
  + - Responsible for planning and executing all non-weekly fundraisers
    - Works closely with Villanova Administration to gain approval for all events
    - Thinks creatively of different fundraisers to implement throughout the year
* **Special Events Assistant**
  + Works with the Special Events Chair to fundraise For The Kids
* **Stewardship**
  + Works closely with Community Liaison and Corporate Sponsorship to maintain positive relationships
  + Common Tasks include: regular communication with current supporters, newsletter creation and distribution, spreading the NOVAdance message, communicating the latest updates with NOVAdance and B+ Heroes.

**Human Resources**

Human Resources encompasses a wide variety of projects with the ultimate goal of giving the best NOVAdance experience to everyone: from our B+ Heroes to Villanova New Students. Each subcommittee is composed of a chair and an assistant who work together to set and accomplish their goals. Human Resources works closely with each other and the entire committee as a whole.

* **Dancers Chair**
  + The Dancer Chair is the head coordinator of the Dancer Program. NOVAdance is seeking someone with a collaborative strategic vision for the Dancer Program moving forward. The Dancer Chair is responsible for:
    - Educating students about the Dancer program & what it entails
    - leading the marketing effort with the goal of informing every Villanova student knows about the Sidekick program & what it entails
    - Coordinating with the Recruitment chairs to grow Dancer program to meet specific goals as laid out by the Executive Directors
    - Developing and implementing a system for holding Dancers accountable for attendance and fundraising
    - Serving as the point of contact for all Dancers and other committees throughout the year
* **Dancers Assistant**
  + The Dancer Chair Assistant will work WITH the Dancer Chair to accomplish his/her responsibilities listed above. The Dancer Chair Assistant will be the point of contact for all Dancers on day of the event.
* **Sidekick Chair**
  + The Sidekick Chair is the head coordinator of the Sidekick program for freshmen students. We are seeking a high energy, passionate, approachable person with strong leadership and organizational skills. The Sidekick chair is responsible for:
    - leading the marketing effort with the goal of informing every Villanova freshman about the Sidekick program & what it entails
    - holding information sessions about the Sidekick program that are engaging and full of energy
    - Heading the Sidekick recruiting process, evaluating prospective Sidekicks on a basis of criteria developed by Tony, Steve, and Mackenzie
    - communicating with other committees to task the Sidekicks with tasks that are useful and meaningful to NOVAdance as an organization
    - holding Sidekicks accountable for attendance and fundraising
    - fostering engagement and passion for NOVAdance so that every single Sidekick wants to be considered for a position on committee next year
* **Sidekick Assistant**
  + The Sidekick Chair Assistant will work WITH the Sidekick Chair to accomplish his/her responsibilities listed above. In addition, the Sidekick Chair Assistant will perform administrative and recording tasks as needed by the Sidekick Chair, assist in planning Sidekick bonding events. It is crucial that the Sidekick Chair Assistant will engage in overly open communication with Sidekick Chair.
* **Family Relations Chair**
  + The Family Relations Chair will serve as the head point of contact for all things relating to the B+ Heroes. This position is ideal for a compassionate, dedicated individual with outstanding communication skills and team-oriented mentality. The Family Relations Chair must be comfortable around children, particularly physically ill and/or disabled children and understand the importance of ongoing communication with Heroes and their families. The main responsibilities of the Family Relations Chair include:
    - Reaching out to families throughout the calendar year using appropriate language and means of communication
    - Coordinating with fundraising to invite Families to on-campus events
    - Coordinating committee members to attend events relevant to each Hero, on or off campus
    - Coordinating the pairing process for Heroes and on-campus organizations
      * Ensuring that all organizations are informed about Best Practices for their partnership
    - Planning all aspects of Hero-centric Holiday Parties (idea generation, logistics, implementation)
* **Family Relations Assistant**
  + The Family Relations Assistant will work WITH the Family Relations Chair in all duties listed above, particularly:
    - Assist in Holiday Party planning
    - Serve as alternative point of contact for Families during on-campus events
    - Holding on-campus groups accountable if they are paired with a Hero

**Logistics**

Logistics’ primary responsibility is the day of the NOVAdance Marathon. The entire 12 hour event is up to this committee. Logistics members must ensure their position responsibilities are planned in advance while also collaborating as a team to create the best experience for the B+ Heroes and the Students.

* **Hospitality Chair** 
  + The Hospitality Chair coordinates all day of needs regarding food, drink, and transportation for committee, Sidekicks, Dancers, B+ Heroes, their Families, and all attendants
  + The Chair will reach out to local businesses to solicit donations and then coordinate pick-ups and deliveries
* **Hospitality Assistant**
  + The Hospitality Assistant will work WITH the Hospitality Chair in all duties listed above, particularly:
    - Donor relationship management
    - Data tracking and administrative duties
* **Operations Chair**
  + The Operations Chair is the point of contact for all facilities on the day of the event to make the event run smoothly
  + Responsibilities include: ordering equipment, working with VU Tech, facilities, and anticipating any other needs for the day
  + Anything not covered by other positions
* **Entertainment Chair**
  + The Entertainment Chair is responsible for the coordination of the master NOVAdance schedule including on and off stage entertainment, music, and new ideas to create a fun and constantly exciting event
* **Entertainment Assistant (2)**
  + The Entertainment Assistant will work WITH the Entertainment Chair in all duties listed above, particularly:
    - The music and the steps to the hourly line dance
    - Volunteer scheduling
    - Organizing the lip sync battle

**Public Relations**

All committee members on the PR team have their own personal responsibilities, but everyone also should contribute to the goals of the PR team at large. This committee is a cohesive and creative group with each member constantly coming up with ideas on how to market NOVAdance to the average Villanova student. These ideas do not have to be within the normal scope of the committee’s responsibilities.

* **Graphic Design Chair**
  + The responsibilities for the graphic design committee position are as follows:
    - Design NOVAdance collateral including flyers, banners, cover photos, Snapchat filters, and more
    - Contributing ideas and helping executing on other miscellaneous PR objectives
* **Photography Chair**
  + The responsibilities of the photography committee position are as follows:
    - Photograph all NOVAdance events
    - Edit photographs to be used for social media and the NOVAdance webpage
    - Organize photographers to take photos on the day of NOVAdance
    - Contributing ideas and helping executing on other miscellaneous PR objectives
* **Social Media Chair**
  + The responsibilities for the social media committee positon are as follows:
    - Manage branded content across all of NOVAdance’s social media platforms including Facebook, Twitter, and Instagram
    - Create event pages on Facebook
    - Develop messaging strategies
    - Contributing ideas and helping executing on other miscellaneous PR objectives
* **Videography Chair**
  + The video committee member will be in charge of the following:
    - Conceptualizing, recording and, editing videos for the NOVAdance YouTube page
    - Organizing a team of people to film on the day of NOVAdance
    - Contributing ideas and helping executing on other miscellaneous PR objectives
* **Web Development Chair**
  + The responsibilities for the website committee position are as follows:
    - Manage all improvements and upkeep of the NOVAdance webpage
    - Contributing ideas and helping executing on other miscellaneous PR objectives

**Recruitment**

The Recruitment Committee members serve as liaisons between NOVAdance and the Villanova Community, striving to engage all segments of the student body For the Kids. Our Committee plays an integral role in ensuring that participation/fundraising runs smoothly leading up to and at our actual event by working hand-in-hand with the many organizations across campus, which we’ve divided into the categories of Athletics, On Campus and Greek Life. We are looking for two committee members to lead each of our three organization sub-groups!

Committee Members will serve as the primary NOVAdance contacts for their specific segment of organizations. They will be responsible for holding bi-weekly meetings with Team Captains (representatives from each of the different organizations on campus) in order to educate these individuals about assorted fundraisers and events throughout the year and to assist these individuals in relaying that information back to their respective organizations. Additionally, and most importantly, they’ll do their best to motivate Team Captains to sign up as many of their members as possible for our event and to donate to our cause.

* **Athletics Co-Chairs (2)**
  + Responsibilities include
    - Tasks listed above
    - Working the athletic program coordinator to build a lasting relationship between NOVAdance and Villanova Athletics
    - Relaying info at monthly athletic team captain meetings and building relationships between different teams and NOVAdance
* **Greek Life Co-Chairs (2)**
  + Responsibilities include
    - Tasks listed above
    - Working with IFC and Panhel
    - Recruiting students to be involved in NOVAdance based on their Greek Life involvement
* **On-Campus Co-Chairs (2)**
  + Responsibilities include
    - Tasks listed above
    - Forming fundraising partnerships with on-campus organizations
    - Recruiting students to be involved in NOVAdance from an organizational angle