



AMERICAN RED CROSS CLUB AT THE UNIVERSITY OF CALIFORNIA, IRVINE

G308 UCI STUDENT CENTER | IRVINE, CA 92697-5125 | www.rccatuci.com | RedCrossClubatUCI@gmail.com

American Red Cross Club at UC Irvine Board Application Supplement: 2016-2017

Dear Red Cross Club Board Applicant,

Thank you for expressing interest in the Red Cross Club Board for the 2017-2018 school year! As a board member, you will be involved in the planning, organizing, and execution of many socials, fundraisers and volunteering events. As a board member, you will play a large role in how we as a club give back to the community. In doing so, you will gain organization, communication and life skills that can be used in your future. You are highly encouraged to apply for your **top two positions**.

Please take your time to read this supplement, use it to complete the application form and **e-mail only the application form** to redcrossclubatuci@gmail.com by **12:00 PM Saturday, April 15th (Week 2 of Spring Quarter)**. We will begin **conducting interviews starting Week 3**. If you have any questions, please don't hesitate to direct them to our club email. Best of luck!

Sincerely,

Red Cross Club at UCI Board 2016-2017





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Position Descriptions

***Co-President:**

As Co-President you must be able to arrange and preside over all board and general meetings. Your position requires you to oversee and delegate responsibilities to all officers within the club. Not only are you responsible to complete your tasks such as organizing blood drives and working with the UCI campus, you must be able to work side by side with your co-president to execute all goals and bring forth your vision for the year. The Co-Presidents will act as the primary spokespersons and lead the club towards a positive direction in terms of member retention, financial stability, and community involvement. You must be able to exercise good judgment and responsibility as you constitute the highest authority figures in the entire organization.

**This position requires 1 year of previous RCC board experience.*

***Treasurer:**

As Treasurer you will be in charge of maintaining the budget of the Red Cross Club as well as counting cash and recording all monetary transactions with the goal of maintaining confidential fiscal responsibility. You will work closely with fundraising chairs to ensure that revenues and proceeds are processed accordingly, and help prepare and coordinate special events such as Charity Weeks (to increase donations and club funds) and Retreat. You will also help seek out additional sources of funding from the club, such as administrative funding boards on-campus.

**This position requires 1 year of previous RCC board experience.*

***Secretary:**

As Secretary, your primary duty is to take notes during board and general meeting. Your notes are essential because you must recap what was discussed and remind those who did not attend the meeting. You will also read and respond to the Red Cross emails regularly, and manage the t-shirt inventory. You also work with the Webmaster to update member points.

**This position requires 1 year of previous RCC board experience.*

Co-Event Coordinator:

Event coordinators are responsible for organizing volunteer opportunities for the club and ensuring that they run smoothly. You need to stay in contact with coordinators and managers from many different organizations and will be responsible for communicating information regarding events to the rest of the board as well as to general members. Besides booking events, you will also be responsible for creating event sign-up sheets, emailing members with information about the events, and arranging rides. You will also help organize our annual orphanage trip with the Corazon de Vida foundation every spring quarter.



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Co-Fundraising Chair:

Fundraising chairs are responsible for planning and organizing fundraisers to raise money for the club weeks and months in advance. You must be prompt when arranging with other businesses to order food and prepare to have all supplies and sign-ups for each fundraiser. Throughout the year, we seek to find new fundraising opportunities for the club such as TV Tapings and Fundraising Socials..

Co-Internal and External Relations Chair:

The role of an Interrelations Chair consists of building camaraderie within the organization as well as a coordinator between the organization and the community. The internal aspect strives to support membership retention and develop ties within members through the development of weekly ice-breakers, socials and our Family system. The external role involves creating ways that organization members can provide for the community by planning large-scale events, such as the Thanksgiving Dinner, CPR/First Aid Training classes, Winter Charity Gala for Corazon De Vida Foundation, etc. This requires planning months in advance which may involve, but are not limited to, finding sponsors, serving as liaison to the community, generating weekly to monthly financial strategies with the Treasurer, and leading & assisting both board and general members into any plans of action.

Co-Publicity Chair:

The main role of the Publicity Chair is to publicize the club through all mediums, both electronic and physical, such as creating weekly general meeting posters, utilizing the Facebook group and account to post upcoming events, publicizing our club on Instagram, announcing our general meeting in the Anteater Weekly and other campus outlets, and creating videos promoting large events or recapping the quarter. You will also help the club participate in campuswide competitions, such as those administered by the CORE office and other campus areas. You must be able to coordinate with 2 other co-chairs to manage when and where you will advertise the club. You will create outreach materials such as brochures before the start of each quarter that contains the club event descriptions and posters/fliers for any given event such as Blood Drives. Finding new and innovative ways to recruit new members is always a responsibility.

Webmaster:

As webmaster you are primarily in charge of the club's website such as updating events, the site calendar, adding photos, making announcements, uploading links, but not limited to keeping record and adding points for members during general meetings. It is your responsibility to keep the website up to date and interesting to view on a daily basis, as this is the primary access for member points and calendar events which all members depend on.



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Board Application Questions

Here are the questions you will be asked to answer on the Board Application Form, which is available on the club website (www.rccatuci.com). Please open that PDF file and fill in the answers to these questions in the **areas** that are applicable. You will **only** submit the Board Application Form via email. Please follow the directions as listed below.

General Board Questions:

Each applicant is required to answer **all** of the general questions.

1. Why did you apply to become an American Red Cross Club Board Member? What would you like to get out of or improve while being on board? Public speaking skills, professionalism, etc.
2. What skills, qualities and attributes do you have that you could contribute to the American Red Cross Club/board?
3. Describe a situation when you demonstrated leadership or commitment, especially in the face of hardship or uncertainty.
4. What do you believe are qualities that a board member should have and what do you think a general member should expect from board?
5. What activities will you be involved in next year and how many hours per week will you be dedicating to them? (Including work, school, extra-curricular, research, etc.)
6. What new ideas do you have for the club? What would you like to improve in the club?

Position-Specific Questions:

Please answer all the questions with respect to each position you will be applying for. Although there is no minimum length for each response, **please keep in mind that these answers will determine if you will be offered an interview for the position(s)**. The number in the parentheses represents how many individuals will be assigned for that position.

***Co-President (2)**

- *Please note that this position requires one year of board experience.
1. What leadership qualities/experiences have you attained on board and how does that qualify you to be a leader of a large organization?
 2. What are some weaknesses you saw in the club this past year (regarding board, general members, fundraising, events, etc.) and how would you fix this for next year?



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3. Why is your investment in the club strong enough to merit a leadership position out of it??
4. What defines a leader to you? What are your strongest leadership qualities? Your weakest?

***Secretary (1)**

- *Please note that this position requires one year of board experience.
1. How important is professional etiquette to you? Specifically define what professional etiquette means to you and why it would be important to exercise it as Secretary.
 2. What are some aspects within the club you feel can be better organized, including responsibilities outside of Secretary?
 3. In order to run for Secretary you are required to have previously been on board for Red Cross Club. How does your current position help you satisfy the responsibilities as the new Secretary?

***Treasurer (1)**

- *Please note that this position requires one year of board experience.
1. How have you demonstrated leadership in your current position? And how will that help you if you were to be the treasurer?
 2. Please design a rough budget assuming you are beginning the year with \$1000. Where and how would you prioritize spending money?
 3. On a scale of 1-10, rate your organizational and bookkeeping skills. What methods would you use to organize your budget and maintain records?

Co-Event Coordinator (2)

1. Please give an example that shows your leadership skills in terms of communication and attention to detail, both of which are essential to this position.
2. Have you planned any events before? How would you go about coordinating volunteer events for our club (discuss what and when to contact and keep correspondence with the main organization, emailing members, etc.)? Please be specific (e.g. in terms of quarterly, monthly and weekly schedules).

Co-Fundraising Chair (3)

1. Give 3 new fundraising ideas you have that you would like to incorporate for next year.
2. Please describe a time where you had to organize a fundraising event? If you have not, what steps would you take to coordinate one?

Co-Internal and External Relations Chair (3-4)

1. Large events like Thanksgiving Dinner or Winter Charity Gala are some of the most fun and rewarding things we do to give back to our community, but they can involve much planning and contacting local businesses/organizations. How would you go about planning and contacting potential sponsors for events such as these?
2. Think of 2 new social ideas and please explain on how you go about publicizing and planning them.
3. It can be difficult to encourage general members to be active in their families. How would you attempt to increase members' interest in family socials and hangouts?



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Co-Publicity Chair (2)

1. What new/innovative ideas do you have to publicize Red Cross and how would you go about publicizing/advertising RCC (for events, socials, general meetings, etc.)?
2. Do you have any experience with editing videos or content creation? If so, please provide a link to something you have previously created and if not why would you be willing to learn how to create/manage content?

Webmaster (1)

1. Have you ever created/managed a website? If so, what type of website and what kind of work did you do?
2. What is the strongest point of the current website? What is the weakest? Do you have any ideas on how to improve the website? If so, please describe and explain how you will implement them.