MV Chinese Club 2013-2014 Officer Application

Thank you for your interest in becoming a Chinese Club officer! Everyone is welcome to apply (regardless of background, experience, nationality, race, etc.). Please type your answers and include as much detail as possible! Also note that being a Chinese Club officer must be taken seriously and requires time and commitment.Failure to meet these expectations will result in termination of officer position.  ***Officer Applications are due by Monday, May 20 at 3:00 PM. Submit the completed application online to***

***mvchineseclub@gmail.com or to Mrs. Ju in Portable 2.***

Name: Class Year:

E-mail: Telephone:

**Please list the courses that you will be taking next year:**

**Given your schedule, how would Chinese Club fit into your time? What extracurricular activities will you be doing next year?**

**Please list which officer position you would like in order of preference (1-3). In the short answer section, answer questions corresponding with the position you want. If you are applying for more than one position, then feel free to address as many points as possible. Also be aware that jobs may intertwine. We may open another officer position if we feel more than 3 new officers are necessary.**

\_\_\_\_ Director of Communications

As Director of Communications, you will be responsible with the Presidents for PR for the club every other week such as emailing members, updating our new Facebook page, searching for internships/organizations that can speak at our school, and contributing to meetings. This means putting in time to think of ideas, communicating with the other officers and getting any materials. How will you handle such a big responsibility with all your classes? Also, give another idea of a weekly meeting. (Remember that we want see how creative you are!) What vision do you have for the club, and how will you make it even more fun for future years?

\_\_\_\_ Operation Manager

As Operations Manager, you will be in charge of maintaining membership fees and somewhat responsible for Club Day (the day you sell food to raise money), PMT Finals Parties, and any other afterschool/school wide events you feel are necessary by ordering food, bringing it to school, and executing meetings to be exciting as well as informational. Explain how you would organize these events/meetings. You may include what you would want to sell/do, where you would get it, and any other details you feel are necessary or any events you feel should be a school-wide such as organizing a school-wide Chinese New Year Week or a fieldtrip to the SF Asian Art Museum.

\_\_\_\_ Social Manager

As Social Manager, you will be responsible for promoting the club and keeping membership high and stable as well as writing an informational yet interesting cultural article every semester for our website. You would also be in charge of keeping meetings and information relevant. How would you organize meetings and Club Promo Day to appeal to the general audience of our school? How would you promote the Club throughout the year (not including Promo day)?

**Short Answers:***You may attach a separate sheet of paper if necessary.*

**1. Why do you want to be a Chinese Club officer? (Please be honest!)**

**2. Tell us about any leadership experiences you have had (This can be leading a group project, being a team captain, etc.).**

**3. As an officer, you will have to plan some meetings. Upon assuming the position you desire, what improvements would you make or meetings you would suggest for the club? What is your personal vision for the club and how will you carry this out? Give an idea for a Chinese Club event/meeting and how you would execute your idea (please feel free to check our website** [**http://mvchineseclub.weebly.com**](http://mvchineseclub.weebly.com/) **for a better idea on our past events)**

**4. Are you more of a social or “behind-the scenes” type of person? (Either is fine, we just want to get to know you a little better!)**

**5. Do you have an available laptop to use at meetings and can you or your parents pick up food for Club Day/other events? (This is not a big problem, but we would like to know for future reference).**

**6. Please feel free to address anything else that you believe is important about Chinese culture as a whole.**

**Official Interviews:**

Thank you for filling that all out! We wish you the best of luck! Upon receiving your application, we will notify you by the end of the month via e-mail whether or not we feel it is necessary for an interview. We will also include further details regarding the process of officer selection so stay excited!

**Questions? Comments? Feel Free to Contact Us!**

E-mail: mvchineseclub@gmail.com
Website: http://www.mvchineseclub.weebly.com

Facebook: https://www.facebook.com/mvchineseclub