# http://t1.gstatic.com/images?q=tbn:ANd9GcSB0lFruDWFECFLedJpL3gcydHKe2jO4rGFcEKf_anCz224694rEngineers Without Borders at UCR

### **Officer Application**

|  |
| --- |
| Applicant Information |
| Last Name: |  | First:  |  | M.I.  | Date: |  |
| Major/Concentration: |  | Class Standing: |  |
| Address: |  | City: |  | Birthday:  |  |
| Phone: |  | E-mail Address:  |  |
| Are you a commuter student? | YES [ ]  | NO [ ]  | Will you serve for the entire school year? | YES [ ]  | NO [ ]  |
| Have you ever held an officer position for another organization? | YES [ ]  | NO [ ]  | If so, when? Describe the position. |  |
| Which position(s) are you applying for? First Choice:  |  | Second Choice: |  |  |
| How do you believe you can contribute as an officer in the position that you are applying for?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Schedule (CLASSES, RESEARCH, WORK, etc.) please be flexible with your available times. |
| **Monday:**  |
| **Tuesday:** |  |
| **Wednesday:** |  |
| **Thursday:** |  |
| **Friday:**  |
| **Saturday:** |  |
| **Sunday:** |  |

**\*Officers are expected to attend meetings, attend officer events, officer meetings, and be present for their own events.**

**Officer List**

**President** (only available to current officers)

* Oversees daily and quarterly functions of EWB at UCR
* Manages finances of organization and ensures adequate funding for school year
* Develops officers and members into leaders
* Attends all EWB events and maintains relationship with Leadership Council

**Vice President**

* Assists president in all essential functions and acts as President if necessary
* Assists officers in all essential functions
* Maintains relationship with leadership council and other organizations
* Oversees and manage daily functions of EWB at UCR

**Secretary**

* Takes notes at all meetings and events and sends recaps weekly
* Stays in contact with BCOE professional development officer (Guadalupe Ruiz)
* Manages EWB Google Drive
* Responds to emails on EWB Gmail
* Oversees the Webmaster, Publicity Coordinator, and Membership Coordinator

**Professional Development**

* Creates workshops, company tours, and guest speaker events.
* Stays in contact with and continues to build EWB’s professional network
* Is in constant contact with other BCOE organizations
* Oversees Outreach Chair and Industry Contact

**Project Manager**

* Oversees projects and ensures progress
* Ensures adequate funding for each project
* Develops creative new projects by performing analyses on market and viability
* Writes grants

**Treasurer**

* Manages and enforces EWB’s finances and determines yearly and quarterly budget
* Creates expense reports
* Handles purchases, reimbursements, and matters with ASUCR
* Oversees Social Chair and Fundraiser

**Social Chair**

* Develops and executes social events for EWB
* Collaborates with other organizations to develop events
* Plans off-campus socials

**Fundraiser**

* Develops unique and creative fundraiser events to reach quarterly fundraising goals
* Works with other officers to set up and execute fundraisers

**Webmaster**

* Updates and manages EWB Weebly website
* Uploads pictures and events to digital calendar

**Publicity Coordinator**

* Creates advertisements for all events
* Develops unique advertising strategies
* Manages Facebook account
* Photographs events for Website/Facebook

**Membership Coordinator**

* Develops rapport with all members and officers
* Manages membership applications, officer applications, and keeps dynamic lists of active members
* “Face” of the organization

**Outreach Chair**

* Attends all tabling events and maintains EWB poster board
* Develops EWB outreach events, such as school trips or GRID Alternatives

**Industry Contact**

* Develops large contact base in local and national industries
* Utilizes contacts to gain guest speakers and company tours

**Project Leaders (Biogas Costa Rica, Tanzania Project, Water Quality, Robotics, Microcontroller)**

* Develops and progresses on specific project
* Ensures project membership is adequate
* Creates weekly updates and reports to Project Manager
* Writes proposals for project events and grants