

KCCAA Youth Hope Fund 2015-2016 Executive Board Application

Applicant Qualifications

All applicants must be in ninth (9th) grade or above. Those wishing to apply for the position of Vice President must have served a minimum of one year on the KCCAA YHF Executive Board.

Responsibilities and Duties of Executive Board Members

Listed below are the general responsibilities of each KCCAA YHF Executive Board member, followed by the specific responsibilities for each position.

General Responsibilities:

1. Have a thorough knowledge of KCCAA YHF (number of members, types of events done, etc.) and its mission at all times
2. Actively promote KCCAA YHF whenever opportunity presents itself
3. Actively participate in as many KCCAA YHF events as possible
4. Attend all meetings of the Executive Board

Vice President:

1. Assume role of President in the event that the President is unavailable and/or unable to fulfill his/her duties
2. Track volunteer hours and internal KCCAA YHF credits
3. Carry out any additional duties as assigned by the President

Secretary

1. Take clear and accurate minutes detailing important events discussed in each meeting
2. Send approved minutes to all KCCAA YHF members immediately after meeting is adjourned (minutes will be approved by all Executive Board members prior to being sent)
3. Aid the President in sending out notification emails to members regarding upcoming KCCAA YHF volunteer or fundraising events
4. Carry out any additional duties as assigned by the President

Secretary Assistant

1. Coordinate and train with the Secretary to learn about secretarial duties
2. Attend all Exec. Board meetings to learn YHF procedure
3. Carry out any additional duties as assigned by the President

Treasurer

1. Accurately track the KCCAA YHF budget detailing both financial earnings and spendings
2. Send out clear and updated bi-monthly budget reports to all KCCAA YHF members
3. Be able to provide accurate and updated financial status at any time upon request by another Executive Board member
4. Carry out any additional duties as assigned by the President

Treasurer Assistant

4. Coordinate and train with the Treasurer to learn about treasurer duties
5. Attend all Exec. Board meetings to learn YHF procedure
6. Carry out any additional duties as assigned by the President

Director of Publicity

1. Be in charge of social networking and online promotion of KCCAA YHF
2. Coordinate with YHF Counselor and website designer Wenyan Zhan to update website
3. Contact local news and write press releases
4. Carry out any additional duties as assigned by the President

Director of Publicity Assistant

7. Coordinate with the Director of Publicity to further technological progress
8. Attend all Exec. Board meetings to learn YHF procedure
9. Carry out any additional duties as assigned by the President

KCCAA Youth Hope Fund 2013-2014 Executive Board Written Application

Please email this application along with an optional 200 word written speech to Jing Jin (jingjin@yahoo.com), Doug Ahrens (ahrlued@aol.com), Wenyan Zhan (wenyan.zhan@garmin.com) and the incoming KCCAA YHF President (you will be notified ASAP) by **Saturday, August 15. Election day will be Sunday, August 16.** The speech will be published to YHF members on election day for reference.

Name:

School and Grade:

Email:

Cell:

1. What Executive Board Position are you applying for?

2. Please describe your motivation for joining the Executive Board.

3. Please briefly tell us about any applicable volunteer or extracurricular experiences that will make you a good match for the position that you are applying for.

4. As a relatively new organization, the Youth Hope Fund currently consists primarily of Asian-Americans from the KCCAA. How do you believe the Youth Hope Fund can reach out to the rest of the community and recruit members from all schools and races to diversify the group?

5. Please list at least two fundraising ideas that KCCAA YHF could possibly pursue.

6. Please describe a specific cause or community/society issue that is important to you and that you believe the KCCAA Youth Hope Fund can address. Please also describe how you think the KCCAA Youth Hope Fund will be able to address this issue.

7. Please describe the impact that community service has had on your life and how you plan to share this impact with others.