HOPE Austin

 2017-2018 Officer Application

**Overview**

HOPE Austin stands for Health Outreach Promotion and Education. We are a student organization oriented towards health-related volunteering. The program seeks to raise health awareness in the Austin community by collaborating with groups such as the UMC Brackenridge, Care Communities, the Breast Cancer Resource Center, AIDS Services of Austin, People’s Community Clinic, and much more.

**Board Structure**

There will be five board members, all of whom cooperate together to organize and coordinate volunteer events and meetings. This past year, there were two volunteer coordinators, one internal communications, one public relations, and one finance officer. Positions may be adjusted depending on applications.

**Officer Requirements**

Responsibilities include: planning service events for volunteers, planning meetings for members, engaging volunteers in service opportunities, and serving as an advocate for

All officers MUST:

* Attend all bi-weekly general meeting (exceptions made for exam time conflict)
* Attend all weekly officer meetings (meeting time adjusted to fit everyone’s schedule)
* Attend at least half of the volunteer events each semester
* Participate in at least one Care Teams meeting per month
* Talk to at least one new member, whom they have previously not met before, at the beginning of each general meeting
* Be friendly
* MOST IMPORTANTLY, HAVE FUN

Preferred but not required:

* Have a car to drive to events
* Care Teams Co-Chair to have a kitchen for cooking meetings

**Officer Positions**

*Volunteer Co-Chair*

**Description:** The Volunteer Coordinator is in charge of finding weekly weekend morning events, such as health fairs and walks. This officer is also in charge of finding speakers and maintaining a professional relationship with all of the organizations and events we work with.

**Expectation:** Be able to take initiative and reach out to the Austin community to expand the variety of events we provide for members. Must be able to be prompt and professional when communicating with external organizations, and organized when coordinating details about events to be conveyed to members.

*TX Oncology Co-Chair*

**Description:** The Texas Oncology Co-Chair is in charge of coordinating our TX Oncology team, and he or she is our liaison between HOPE Austin and Breast Cancer Resource Center (BCRC). All BCRC events and speakers are coordinated by this officer.

**Expectation:** Be passionate about BCRC and its mission, professional and prompt regarding communication, and work to ensure that members do their best to represent HOPE Austin to BCRC. This role requires determination and constant communication with TX Oncology and the ability to take initiative. He or she will work to maintain and further the relationship between HOPE Austin and BCRC.

*Care Teams Co-Chair*

**Description:** The Care Teams Co-Chair is responsible for communicating with UMC Brackenridge, and he or she plans Care Teams meetings and events with members. The Care Teams Co-Chair is in charge of purchasing supplies, but works closely with the Finance Officer to organize the Care Teams finances and supplies.

**Expectation:** Be able to take initiative to rally members for the Care Teams cause. Be proactive and organized when planning Care Teams events and coordinating with UMC Brackenridge. Must be prepared to work with the Finance Officer to organize finances separately from HOPE Austin finances.

\*\*TX Oncology and Care Teams roles may either be individual positions or split between two volunteer coordinators.\*\*

*Internal Communications Officer*

**Description:** The Internal Communications Officer is in charge of communicating information to members, including the meeting reminder, the recap newsletter, and event reminder. This officer is also responsible for responding to member emails, questions, or problems. Works with the Public Relations Officer to ensure that members are notified of event and meeting dates and times.

**Expectation:** Be extremely prompt and detailed in sending out all emails to members. Be prepared to take notes on meetings and to be thorough in knowing the times, dates, and details for events. Be flexible and take initiative in supporting the Public Relations Officer and other Co-Chairs.

*Public Relations Officer*

**Description:** The Public Relations Officer is responsible for updating membership records, public calendar, and website; updating Facebook and Instagram accounts; taking and compiling pictures from events and meetings; reserving rooms for meetings, and working on member recruitment throughout the year. This officer also works closely with the Internal Communications Officer and supports the Co-Chairs.

**Expectation:** Be detailed and prompt about updating records and be social-media savvy. Always look for “PR opportunities”, such as pictures and working with other organizations or members. Be enthusiastic about HOPE Austin and engage members. Be flexible and timely about helping out the other officers and to keep all communications up to date.

*Finance Officer*

**Description:** The Finance Officer is in charge of the HOPE Austin bank account and the HOPE Austin finances and spending. He or she will collect member dues, organize profit-shares and fundraisers, and keep the other officers up to date on spending and the account balance. For each meeting, the Finance Officer will also be in charge of buying food and maintaining the budget. He or she is also the holder of the Square reader and the HOPE Austin card.

**Expectation:** Be responsible and mindful 0about tracking finances, and consistent on updating each of the officers about financial state of affairs. Organize how to budget for food and expenses throughout the year, and take initiatives on fundraising.

**Application Process**

All applicants must shadow an officer meeting, which occurs every Wednesday at 8:00 PM in the Union. Please submit your completed application and a resume to our email at hopeatx@gmail.com no later than **April 18th ­by 11:59 PM.** No late applications will be accepted. After review, qualified applicants will be notified for their interview during the week of April 23rd. Applicants will be notified of their status by email on April 30th. On May 2nd, the public announcement of all new officers will occur at the last general meeting and all new officers must attend.

Please contact us at our email hopeatx@gmail.com for any questions.

Please be sure to fill out all of the required information found below.

 HOPE Austin

 2017-2018 Officer Application

**Name**:

**Anticipated Graduation Date**:

**Do you have previous involvement with HOPE Austin?**

**E-mail**:

**Phone Number**:

**EID**:

Please answer the following questions on a separate sheet of paper (single spaced, size 12, Times New Roman, one inch margins) AND attach a current RESUME.

1. *Which position(s) do you wish to apply for? Please list the positions below in order of interest. If you are not interested in a position, do not include it below.*
2. *What is your understanding of HOPE Austin and its purpose/goals/aims?*
3. *What qualities make you a competitive applicant for this position? (150 words maximum)*
4. *What are your goals/plans as an officer of HOPE Austin and why do you want to be an officer? (250 words maximum)*
5. *What do you think we could do that would increase membership and/or participation (please answer this question with ideas that would make you, specifically, want to show up to more meetings, participate in more activities)?*
6. *Write about a community service event that inspired you to apply for this position. (150 words maximum)*
7. *Write about a time that you displayed leadership. How does this exemplify your leadership style? (200 words maximum)*

*If you wish, please provide any additional information you feel we should know about you.*Please list previous employment or volunteer experiences and extracurricular activities. If applicable, you may list pertinent high school experiences. Please limit extracurricular activities to a maximum of six (6).

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| **Time Frame** | **Employer, Organization, Etc.** | **Position Held** | **Brief Description**  |
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