OPTIONS EXECUTIVE BOARD APPLICATION

GENERAL INFORMATION:

Name: _____

Class Year: _____ **Residence Hall:** _____

Phone Number: _____ **Email:** _____

Please list your preference for positions in ranked order (1 = most preferred, 5 = least preferred).

Position descriptions and responsibilities are listed on the other side of this form.

1. _____
2. _____
3. _____
4. _____
5. _____

RECOMMENDATION:

A recommendation by an administrator, staff or faculty member must be submitted on behalf of each applicant. The recommendation should be completed online. The link to the form is available on the homepage of the OPTIONS website: www.loyola.edu/OPTIONS. Please copy the link provided and email it to whomever is completing your recommendation.

Waiver of Access:

The Family Educational Right to Privacy Act of 1974 permits the individual requesting a reference in relation to this application to sign a waiver relinquishing the right to inspect any letters/forms of recommendation. Please make your choice with an **X** or check mark (✔).

__ I waive __ I DO NOT waive …my right to review this recommendation

Name of Administrator/Faculty Submitting Recommendation: _____

Signature of Applicant: _____

SHORT ANSWER RESPONSES:

Please type your answers to the following questions on a separate sheet of paper. Limit each answer to no more than 250 words. Attach your responses to this application sheet when submitting it to Student Activities.

1. Why do you want to be a part of the OPTIONS leadership team?
2. What role do you think OPTIONS plays in (a) meeting the needs of students at Loyola; (b) developing community at Loyola; (c) providing social activities as an alternative to the preconceived notions of a "typical" college experience?
3. What unique qualifications and/or strengths do you have that would benefit the leadership team, and why?
4. What impact has OPTIONS had on your experience at Loyola University?
5. Where do you think there is the potential for growth of the OPTIONS program?

APPLICATIONS ARE DUE IN STUDENT ACTIVITIES BY 2:00PM ON WEDNESDAY—MARCH 27, 2013

OPTIONS EXECUTIVE BOARD POSITIONS AND RESPONSIBILITIES:

President

- Shall oversee functions and activities of executive board and the organization.
- Shall act as the primary liaison between OPTIONS and university administration, and can appoint other executive board members to act in such capacity.
- Shall meet with Program Coordinator at least 2 times a week.
- Is responsible for preparing an agenda for each executive board meeting at least 24 hours prior.
- Is responsible for leading all executive board meetings.

Vice President

- Shall assume duties and responsibilities of the President as needed or appointed.
- Shall assist President in all operations of OPTIONS.
- Is responsible for maintaining open communication within the executive board.
- Is responsible for communicating relevant information to all OPTIONS members through email.
- Is responsible for providing oversight and guidance of the marketing and activities committees.
- Is responsible for updating the OPTIONS Twitter account and Facebook fan page.

Secretary/Technology Specialist

- Shall provide graphic design assistance to the OPTIONS executive board (familiarity with Adobe Illustrator or similar programs are preferred).
- Is responsible for maintaining regular and accurate minutes at all meetings.
- Is responsible for updating the OPTIONS webpage regularly with relevant programmatic and organizational information.
- Is responsible for documenting all OPTIONS events with the OPTIONS camera.

Activities Director

- Shall present ideas to the executive board for future trips and on-campus programs.
- Is responsible for the OPTIONS Activities Calendar in accordance with deadlines set by the Program Coordinator.
- Is responsible for managing the Activities Committee and conducting Activities Committee meetings on a bi-weekly basis.
- Is responsible for confirming event logistics with the event location on the day of the events to ensure there is no concern for cancellation, i.e.: weather, etc.
- Is responsible for all event and transportation logistics in coordination with the Program Coordinator.

Marketing Director

- Shall develop a marketing plan, which in accordance with deadlines set by the Program Coordinator.
- Is responsible for the advertisement and promotion of all OPTIONS events.
- Is responsible for all OPTIONS marketing with approval by the executive board.
- Is responsible for maintaining the Marketing Committee and conducting Marketing Committee meetings on a bi-weekly basis.
- Is responsible for having the sign up sheet available to members two Wednesdays before a trip.
- Is responsible for the updating of all OPTIONS bulletin boards with relevant program info.
- Is responsible for obtaining the approval of Student Activities of all promotional materials.

ALL Executive Board Members

- Are responsible for interacting with members of OPTIONS, particularly at events or on trips, in coordination with other executive board members.
- Are responsible for attending weekly board meetings with the Program Coordinator.
- Are responsible for starting planning over the summer for the following academic year.