**California-Nevada-Hawaii District**

**Circle K International**

**Technology Committee Application**

**2018-2019**

Dear Applicant,

Thank you for your interest in the District Technology Committee! This committee will be BRAND NEW to CNH this term, and I’m so excited to try new things and set new precedents with technology! The Technology Committee will be tasked with maintaining the CNH Website ([cnhcirclek.org](http://www.cnhcirclek.org)), assisting CNH District officers with their technological needs, and developing creative projects that use technology for the efficiency and overall benefit of CNH.

Many of the positions on this committee may seem to require special skills, but above all, a passion to improve CNH and maximize its use of technology will make all the difference for this committee and all of its members. That being said, I encourage you to apply if interested, even if you don’t think you meet all of the qualifications! District committees are an amazing opportunity for CNH members, and I hope the Technology Committee will give members like you a chance to develop technical skills while contributing to one of the less appreciated but most important aspects of our organization!

I look forward to reading about all of your ideas and skills, so please make your application as thorough as possible and share with me all you have to offer! That being said, all applicants will be reviewed thoroughly and professionally. Decisions made will be based on qualification and the needs and goals of the district and this committee. With this in mind, please take your time and read the entire application before filling it out! If you have any questions about this application, the committee, or any of the positions, please do not hesitate to contact me!

Sincerely,

Jonathan Chu  
Technology Chair 2018-2019  
email: technology@cnhcirclek.org  
phone: (916) 751-8354

**Application Timeline:**

1. Application process: **Friday, May 18th, 2018 to Friday, May 25th, 2018**.
2. Applications must be submitted **by Monday, May 21st, 2018, 10:00PM (PDT) / 7:00PM (HDT)** to District Technology Chair, Jonathan Chu ([technology@cnhcirclek.org](mailto:technology@cnhcirclek.org)) and District Governor, Manuel Santiago ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Interviews will take place **Tuesday,** **May 22nd, 2018 to Thursday, May 24th, 2018**\*.
4. Appointments will be made by **Friday, May 25th, 2018**\*. All applicants will be notified of the final selections.

*\* Dates may change based on the discretion of the chair.*

**Responsibilities:**

The purpose of the District Technology Committee is to oversee and expand all use of technology in CNH. The following is a list of *minimum* responsibilities expected of each standing committee member. **Please check the box next to each responsibility** (double click on the box to check it). In doing so, you signify an understanding of the responsibility.

Attend all online committee set by the Technology Chair unless excused with a valid reason and 24 hours advance notice. Meetings will generally be held online.

Remain in constant communication with Technology Chair by reporting activities and progress and attending scheduled one-on-one’s.

Complete all assigned projects ON TIME. If this is not possible, it is understood that the Technology Chair will be notified in a timely manner.

Participate actively in the committee through discussion of ideas and by giving feedback during Committee Meetings and through Slack.

Be willing to help with tasks that are not directly related to your specific position.

Act as a representative for your home club, your division, and the District as a whole.

**Position Descriptions:**

Each of the following positions is in charge of a different component of the CNH District’s technology. Each committee member has tasks to complete all throughout the year. While considering which positions to apply for, please consider your strengths and how the committee can best utilize them. Because Technology will be a new committee, there will be room for flexibility in all positions. That being said, every member of this committee will be setting a brand new precedent for future years and successors, so be prepared to explore new territory!

The following is a list of preferred qualifications and *minimum* duties for each of the positions.

**District Events Website Chair**

[Fall Training Conference 2017](http://ftc.cnhcirclek.org/) and [District Convention 2018](http://dcon.cnhcirclek.org/) had websites that set new standards for website design and usability for District Events. However, these websites were created by the respective AV/Technology Chairs in each committee. The CNH District holds a multitude of annual events in addition to FTC and DCON that would similarly benefit from accessible, engaging websites. All we need is someone to create them!

Responsibilities:

* Coordinate with committees in charge of CKI North/South, FTC, DLSSP, DCON, STC to ensure all events have complete, updated, themed websites
* Reach out to website designers for other Committees (FTC & DCON) to make sure they are supported

**Application**

Please note that there are **four parts** to this application.

In order to apply, you must meet the following requirements:

1. Be a dues-paid member of a club in good standing.
2. Be enrolled at least half time during the 2018-2019 term.
3. Fill out this application form completely.

**I. Personal Information**

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| **Name** |  | **Year in School, Major(s)/Minor(s)** |  |
| **School** |  | **Email** |  |
| **Division** |  | **Phone Number** |  |
| **Positions of Interest** | 1. | | |
| 2. | | |
| 3. | | |

**II. Questions**

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| 1. **Describe your involvement in Circle K. Please include your past and current positions held. Why do these experiences qualify you for the Technology Committee?** |
| [Insert answer here] |
| 1. **What experience have you gained from classes and organizations outside of Circle K that are relevant to the position(s) you’re pursuing?** |
| [Insert answer here] |
| 1. **Why do you think the District needs a Technology Committee?** |
| [Insert answer here] |
| 1. **Why do you want the position(s) you are applying for?** |
| [Insert answer here] |
| 1. **What new and innovative ideas do you have for technology’s use & applications in CNH Circle K?** |
| [Insert answer here] |
| 1. **What other time commitments will you have during your term on the committee?** |
| [Insert answer here] |
| 1. **Are you applying to any other district committees? If so, please rank them in order of preference.** |
| [Insert answer here] |

**III. Supplement**

Finally, please complete the prompt below that pertains to the positions you are applying to. Provide your answer directly underneath the prompt and delete any prompts that you are not answering prior to submitting your application.

**District Events Website Chair**

* What experience do you have with web design? Briefly describe what technologies/tools you have experience with. The FTC and DCON websites were made with HTML/CSS & Bootstrap last year. Please also describe any past graphic design experience because it will help!
* This position will require active communication with several, if not all, CNH committees at some point during the term. How would you ensure clear, consistent communication with representatives from these committees?
* What do you like and not like about the [Fall Training Conference 2017](http://ftc.cnhcirclek.org/) website?
* Please include links/attachments to any past work (web-related or design-related) showcasing your abilities.

**IV. References**

Please provide 2-3 Circle K references. Note that title could be stated as Kiwanis Member, General Member, or a board position.

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| **Name** |  |
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| **Email** |  |
| **Phone** |  |

**If you have any questions, feel free to contact me!**

**Please send the application in PDF format with the application file and e-mail subject line in the following manner:**

**TechnologyCommittee\_FirstNameLastName (eg. TechnologyCommittee\_JonathanChu)**

**Late applications will NOT be accepted.**

**Jonathan Chu**

**Technology Conference Chair**

[technology@cnhcirclek.org](mailto:technology@cnhcirclek.org)

**&**

**Manuel Santiago**

**District Governor**

[**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org)

**All applications are to be RECEIVED by**

**Wed, May 21, 2018 by 10:00 PM (PDT) / 7:00PM (HDT)!**

**Thank you for your interest in becoming a part of the 2018-2019 District Technology Committee!**

*This concludes the California-Nevada-Hawaii District Technology Committee application.*