**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 is BRAND NEW to CNH this term, and I’m so excited to try new things and set new precedents with technology! The Technology Committee is 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.

The committee is looking for additional **Software Developers** to provide additional manpower in upcoming projects. **In particular, we are seeking candidates experienced or at least interested in mobile development**.

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: **Monday, October 29, 2018 to Tuesday, November 13, 2018**.
2. Applications must be submitted by **Tuesday, November 6, 2018, 10:00PM (PST) / 7:00PM (HST)** to Technology Chair, Jonathan Chu ([technology@cnhcirclek.org](mailto:technology@cnhcirclek.org)) and District Governor, Manuel Santiago (governor@cnhcirclek.org).
3. Applicants invited to an interview will be notified by **Wednesday, November 7, 2018**.
4. Interviews will take place **Thursday,** **November 8, 2018 to Monday, November 12, 2018**\*.
5. Appointments will be made by **Tuesday, November 13, 2018**\*. All applicants will be notified of the final selections.

Additionally, the Technology Committee will be hosting **office hours** on **Tuesday, October 30­, 2018** at **9:30pm** where you will have a chance to meet existing members of the committee. Contact Jonathan Chu at [technology@cnhcirclek.org](mailto:technology@cnhcirclek.org) if you are interested in attending.

*\* 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 the position.

**Software Developer**

In any large organization, there are several processes and practices that could be made more efficient through the use of technology, and Circle K is no exception. As the newest and perhaps most innovative position added to CNH Circle K, the Software Developers are tasked with creating new applications that bring 21st century efficiency through technology to CNH Circle K. The ideal candidate would have past programming + software development experience, as it would make progress on projects smoother and possibilities of the committee even greater.

The Technology Committee currently has three software developers, but with an increased demand for new software applications, we are seeking additional members to the team. The candidate must be **experienced or at least interested in mobile development.**

Responsibilities:

* Develop special tools/applications that can help CNH run more efficiently
* Collaborate with Chair, EA, and Co’s to ensure proper division of project tasks
* Make weekly progress on assigned projects

**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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Year in School, Major(s)/Minor(s)** |  |
| **School** |  | **Email** |  |
| **Division** |  | **Phone Number** |  |

**II. Questions**

|  |
| --- |
| 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 want the position(s) you are applying for?** |
| [Insert answer here] |
| 1. **What other time commitments will you have during your term on the committee?** |
| [Insert answer here] |

**III. Supplement**

Finally, please complete the prompt below that pertains to the position you are applying to. Provide your answer directly underneath the prompt.

**Software Developer (2)**

* What previous programming experience do you have? What interesting projects have you worked on?
* A project we would like to take on this term is a mobile application for District Convention, containing information that would replace some of the content in printed programs and features that allow for greater interaction during the event. **What ideas do you have for this mobile app, regarding its design, implementation, and features?**
* Please include links/attachments to your resume, Github, and/or any other material detailing your technical skills and experience.

**IV. References**

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

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Email** |  |
| **Phone** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Email** |  |
| **Phone** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **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 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**

**Tue, Nov 6th, 2018 by 10:00 PM (PST) / 7:00PM (HST)!**

**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.*