**California-Nevada-Hawaii District**

**Circle K International**

**Technology Committee Application**

**2020-2021**

Dear Applicant,

Hello! Thank you for taking the time to look over the District Technology Committee application! The knowledge and experiences that you will gain through this committee will definitely help you within and outside of Circle K. With that being said, although this is the Technology committee, there are opportunities that do not require any knowledge of coding or programming whatsoever in order to complete your responsibilities throughout the term. Even if you want to pursue positions that are more technology-oriented, a deep, advanced knowledge in the field is not required for any of these positions. The only requirement is to have a desire and passion to learn and grow. If you’re someone who is willing to take the extra step to improve your knowledge or are excited to expand your horizons with new opportunities, then this committee is perfect for you. I want to stress again, ***having prior knowledge and understanding of coding and programming is not mandatory. The only requirement is a willingness to learn, a passion to grow, and drive to succeed. Any other skillset will help with the productivity and overall experience of the committee which is always appreciated.***

Technology, especially with an organization like Circle K, has so much potential and room to grow and develop. Your ideas will be the key that helps develop our district to new heights all while expanding upon the committee and building yourself and fellow peers. With all of the expectations that each committee position has, rest assured that the decisions for each position will be made with the highest amount of professionalism and integrity. If you have any questions about anything at all please do not hesitate to ask me either during office hours, email, or Facebook messenger. I can’t wait to see the potential that CNH Circle K has for the District Technology Committee!!!  
  
Sincerely,

Matthew Kim

Technology Chair 2020-2021

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

**What is the Technology Committee?**

The Technology Committee is in charge of managing, maintaining, and improving upon the technological tools that are used by our district, like the CNH Circle K Website and the CNH Circle K app Solstice, and continuing on projects like the MRF Portal. In addition, they assist in the interpretation of the data that is collected by the district so that meaningful and purposeful conclusions can be made to achieve a better understanding of our district, its trends, and its future

**Technology Committee Structure**

This term the Technology Committee will have these available positions:

* Executive Assistant
* UI/UX Designer
* Website Specialist
* Data Scientist
* Software Team
  + Project Manager
  + Project Lead
  + QA Tester
  + Software Developer

**Goals of the Technology Committee**

The Technology Committee will have these goals in mind as we progress through the term:

* To impact the district through Technology
* To quantify and qualify the District by analyzing the data that is collected by the district and trying develop the habit of coming to data-driven conclusions
* Collaborate and execute joint projects with other committees
* Continue on the projects from past Technology Committees

**Application Timeline**

Applications must be submitted to technology@cnhcirclek.org & governor@cnhcirclek.org using the following naming convention: TechnologyCommittee\_FirstNameLastName by Sunday, May 17th, 2020. Additionally, all applications must be sent in PDF format. Further instructions will be provided upon the submission of your application.

1. Applications will be available starting from Sunday, May 10th, 2020 and will be due on Sunday, May 17th, 2020.
2. Applications must be submitted by Sunday, May 17th, 2020 at 10:00PM (PDT)|7:00PM (HST)\* to the Technology Chair, Matthew Kim, at [technology@cnhcirclek.org](mailto:technology@cnhcirclek.org) and District Governor, Katherine Hoang, at [governor@cnhcircle.org](mailto:governor@cnhcircle.org)
3. Invitations to interviews will be sent out by Monday, May 18th, 2020.
4. Interviews shall be conducted Tuesday, May 19th, 2020 through Saturday, May 23rd, 2020.\*
5. Notification of appointments will be made by Sunday, May 24th, 2020\*

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

**Expectations**

The responsibilities of the District Technology Committee are to ensure that the projects that the committee is working on are progressing in a timely manner or are ready for release, to continuously work on tasks and projects that will have a meaningful impact on the district, and to provide our support to any committee that needs it. The expectation of the committee members is to be able to learn efficiently, work well in a team setting, and have a willingness to grow. You may encounter situations where you are unsure what to do; always remembers that the Technology Committee members are not only your peers, but your resources as well. Always ask for help and always ask questions so that we all can grow and enjoy this experience together.

Attend all Technology Committee meetings unless excused by the chair 24 hours’ notice in advance. Meetings will occur online

Effectively communicate with your respective project lead/project manager to ensure accurate project updates

Complete projects/assignments **ON-TIME**. If deadlines are unable to be met, communicate to your project leads/project manager so the chair can be notified as soon as possible

Actively discuss ideas and provide feedback with committee members

Be open to being shifted and reassigned to projects as necessary

Sign below to accept these terms and conditions

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I agree to uphold all of the duties listed above and understand that my failure to complete any of these tasks may result in my removal as a committee member.

**Committee Position Description/Expectations**

**Executive Assistant (1):**

* Act as the right-hand person to the Technology Chair
* Assist with the administrative responsibilities of the Technology Committee
* Assist with the preparation of meetings with the chair and to fill out the meeting minutes throughout the term
* Be aware of the state of projects and assist in the progression of projects if needed
* Assist in collecting and distributing resources that will help the Technology Chairs across the district

**UI/UX Designer (1):**

* Imagine and design interfaces for our projects
* Create mockups and prototypes that clearly convey how our projects look and function
* Collect feedback and conducting usability testing on users to ensure the best user experience
* Learn UX trends from a variety of platforms and interfaces that can be brought to our projects
* Aid with graphics, branding of the Technology Committee, and other design-related tasks
* Contribute design expertise to other parts of the district, e.g. FTC and DCON website feedback

**Website Specialist (1):**

* Act as the project lead for the CNH Website and any other website-based projects
* Redesign pages on the CNH Website to be better organized and more interactive/engaging
* Work on new pages to be added to the CNH Circle K website, as the Technology Committee and District Board see fit
* Help with regular website updates/uploads
* Assist with the creation of the FTC and DCON websites when the time comes
  + If time permits, assist in the creation of websites for divisions or clubs

**Data Scientist (2):**

* Analyze and organize the existing data that the district has collected
* Collaborate with District Board members to refine how data is collected and stored
* Collaborate with other committees to establish data-driven habits and processes
* Aid the Technology Committee with data concerns, e.g. member demographic (general members, presidents, secretaries etc.)

**Software Team:**

* **Project Manager (1):**
  + Be the administrative support to the Software Team
  + Act as the liaison between the chair and the project leads and provide progress updates
    - Act as the liaison between the chair and other committees that we work with
  + Meet with the chair to create timelines and goals for each project and ensure that all assignments are being completed in a reasonable amount of time
  + Help manage the tasks of the project leads alongside the chair to ensure transparency of projects
  + Making the rest of the committee aware of the obstacles that the software developers and project leads are facing and what kind of support they need
* **Project Lead (2)**
  + Be the technical support to the Software Team and ~~for~~ your respective project
  + Provide feedback your software developers
  + Coordinate with the Project Manager to break down projects into concrete tasks
    - Decide how said task will be broken down and implemented into the project and assign responsibilities to your software developers
  + Continuously encourage and motivate your software developers throughout the term
* **QA Tester (1)**
  + Ensure projects are functional and meet quality expectations
  + Help create test code for our project
  + Assist with developer practices behind each project
  + Go through each completed component of a project and test for possible bugs
  + Document all findings and rely it to the Project Manager and Chair
* **Software Developers**
  + Build, maintain, and document code
  + Communicate with one another and your respective project lead in order to ensure the progression and eventual completion of your project
    - If you are stuck, please always remember that the Technology Committee is also a resource for you, so never be afraid to ask for help or to ask questions because everyone is here to support each other
    - If any task cannot be completed by a certain time, make sure to always ask for help from your fellow peers or project lead.

**Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Year in School |  |
| School |  | Major/Minor |  |
| Division |  | Email |  |
| Phone Number |  | | |
| Positions of Interest (In order) | 1.  2.  3. | | |
| List any other committee(s) (and position if applicable) that you are interested in applying to | 1.  2.  3. | | |

**General 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?** |
| Click here to enter text. |
| 1. **What experience have you gained from classes and organizations outside of Circle K that are relevant to the position(s) you’re pursuing? (feel free to overlap with supplemental questions regarding experience)** |
| Click here to enter text. |
| 1. **Why do you want the position(s) you are applying for?** |
| Click here to enter text. |
| 1. **What new and innovative ideas do you have for technology’s uses & applications in CNH Circle K?** |
| Click here to enter text. |
| 1. **What other time commitments will you have during your term on the committee?** |
| Click here to enter text. |
| 1. **Describe your learning style and how you learn different skills** |
| Click here to enter text. |
| 1. **Describe a time where you successfully worked with a team. What are some strategies that made the experience successful ~~and~~ that you can bring into the committee?** |
| Click here to enter text. |

**Position-Specific Questions**

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.

**Executive Assistant:**

1. As Executive Assistant, you will need to keep track of so many people and so many different projects, how will you make sure that you are well-aware of all of the projects that are being worked on and the progress that is being made?
2. How does your administrative experiences separate you from other candidates? If you do not have administrative experience, how do you, as an individual, separate yourself from the other applicants?
3. What kind of resources do you think would be useful or inspirational for Technology Chairs this term?
4. What ideas do you have to increase the network between Technology Chairs and the Technology Committee?

**UI/UX Designer:**

1. Describe your experiences with designing, whether that be projects, graphics, and especially UI/UX-specific ones
2. As UI/UX Designer you will need to collect feedback about our projects, how will you efficiently collect feedback form users?
3. How will you coordinate with the Project Manager to determine how feedback should be implemented?
4. How will you determine which feedback will provide the best user experience?
5. If you have any graphics or UI/UX-specific projects that you have worked on in the past, please attach them to your application

**Website Specialist:**

1. What experience do you have with web design? Describe what technologies/tools (e.g. Wordpress, HTML, CSS, JS etc) you have experience with. Please also describe any past graphic design experience because it will help!
2. If you have worked on a website before or created your own, please provide that here.
3. The Website Specialist’s main priority will be maintaining the CNH Circle K Website, increasing its features, and making it more user-friendly, what are some additions/changes that can be made to the CNH Circle K website that will align with the Website Specialist’s responsibilities?
4. Throughout the term you will work with other individuals, especially those from other committees like FTC and DCON, how will you ensure that communication between both committees is well established and consistent?
5. As Website Specialist, you will also be the project lead that is in charge of the website, how will you delegate tasks to those who will be assisting you and how will you ensure that your team is kept busy?

**Data Scientist:**

1. Why do you think data is important for an organization like Circle K?
2. In what ways do you think data can analyzed and interpreted so that meaningful and purposeful conclusions can be made
3. This term, a lot of data will be collected throughout the term due to the current circumstances, what ideas do you have that will make data collection more efficient?
4. Data isn’t only used by the Technology Committee; there are other committees like Service who can utilize what we collect. How will you collaborate with these other committees and help them benefit from the data?

**Project Manager:**

1. As Project Manager you will have to communicate with the Project Leads and the Technology Chair; how will you maintain this line of communication, and that people are responding in a timely fashion?
2. The Project Manager represents the administrative side of the projects that we are working on; how will you construct a realistic timeline with the Chair to ensure projects are progressing, while not overwhelming the other developers?
3. How will you prioritize tasks? How will you break down tasks to ensure that aspects are covered?
4. What is your leadership style and how do you run a team?

**Project Lead:**

1. As Project Lead you will have to communicate with your team of Software Developers, how will you keep them accountable for their responsibilities and keep them motivated throughout the term?
2. The Project Lead is a mentor figure to their software developers, how will you be a resource to them if they ever need help? How will you approach situations where they may have a question that you do not know how to answer?
3. In the situation that you are behind schedule, how will you identify the cause and fix it?
4. If there is a problem/situation that you don’t know how to solve/approach, how will you go about trying to resolve it?

**QA Tester:**

1. The QA Tester should be aware of the state of the projects, how will you educate yourself on each project so that you have a good understanding of them?
2. What are some strategies that you have that will assist you when looking for aspects of a project that aren’t up to code?
3. How will you coordinate with other committees when working on joint projects?
4. Describe how you would identify, record, and document situations that aren’t attended in a project.

**Software Developer**

1. What previous programming experiences do you have? If you do not have previous experiences/projects, please explain why you are choosing this position and what do you hope to get out of it? Please explain as in depth as possible.
2. Whether you are new to programming or experienced, you will most likely be learning something that you haven’t been introduced to before, how will you be able to learn the necessary concepts and ideas that will be needed to complete your responsibilities?

**References:**

|  |  |
| --- | --- |
| Please list up to three references and their contact information—name, number, & email. References may include, but are not limited to, Kiwanis Advisors, Club Board Officers, general members, or people you have worked with professionally that can attest to your work ethic and professionalism. | |
| Name | Relationship  Email  Phone Number |
| Name | Relationship  Email  Phone Number |
| Name | Relationship  Email  Phone Number |

**Interview Availability**

The second round of the District Technology Committee Application involves an interview between the chair and applicant. Applicants that will be receiving an interview will be duly notified by **Monday, May 18th** via email.

Though it is not guaranteed that each applicant will move on to the second round, please highlight your tentative availabilities for an interview below in the case that you do move on to receive one. Please indicate all times of availability **from 3PM to 11PM** for each day listed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tuesday  May 19 | Wednesday  May 20 | Thursday  May 21 | Friday  May 22 | Saturday  May 23 |
| 3:00 PM | 3:00 PM | 3:00 PM | 3:00 PM | 3:00 PM |
| 4:00 PM | 4:00 PM | 4:00 PM | 4:00 PM | 4:00 PM |
| 5:00 PM | 5:00 PM | 5:00 PM | 5:00 PM | 5:00 PM |
| 6:00 PM | 6:00 PM | 6:00 PM | 6:00 PM | 6:00 PM |
| 7:00 PM | 7:00 PM | 7:00 PM | 7:00 PM | 7:00 PM |
| 8:00 PM | 8:00 PM | 8:00 PM | 8:00 PM | 8:00 PM |
| 9:00 PM | 9:00 PM | 9:00 PM | 9:00 PM | 9:00 PM |
| 10:00 PM | 10:00 PM | 10:00 PM | 10:00 PM | 10:00 PM |
| 11:00 PM | 11:00 PM | 11:00 PM | 11:00 PM | 11:00 PM |

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

**Thank you for your interest in becoming a part of the 2020-2021 District Technology Committee!**

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

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

**Late applications will NOT be accepted.**

**Matthew Kim**

**District Technology Chair**

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

**&**

**Katherine Hoang**

**District Governor**

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

**All applications are to be RECEIVED by**

**Sunday May 17th, 2020**

**Thank you for your interest in becoming a part of the 2020-2021 District Technology Committee!**

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