**California-Nevada-Hawaii District**

**Circle K International**

**Technology Committee Application**

**2021-2022**

Dear Applicant,

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 help you within and outside of Circle K. Technology, especially with an organization like Circle K, has so much potential and room to flourish. Your ideas will be the key that helps develop our district to new heights all while building up the district as much as you build up yourself and your knowledge.

Although this is the Technology committee, there are opportunities that do not require any knowledge of programming whatsoever to complete your responsibilities throughout the term. Even if you want to pursue positions that are more programming-oriented, *advanced* knowledge in the field is **not required** for any of these positions; a desire and passion to learn and grow can allow you to do well beyond your committee position. Of course, having the knowledge & experience beforehand can help you prosper even more; and in some cases, I would recommend it. However, regardless of experience, if you are willing to take the extra step to improve your knowledge or are excited to expand your horizons with new opportunities, then **this committee can be for you**!

With all the expectations that each committee position has, rest assured that the decisions for each position are & will be made with the highest degree 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. *Lastly, I* ***strongly******encourage*** *everyone*, *especially if you are interested, passionate, and willing to grow,* to consider and apply for this challenging, yet wonderful committee. I cannot wait to see the potential that CNH Circle K has for the District Technology Committee!  
  
Best Wishes,



Renz Lane

Technology Chair 2021-2022

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

**What is the Technology Committee?**

The Technology Committee is responsible for managing, maintaining, and improving upon the technological tools that are used by our district. This includes the CNH Circle K Website and the CNH Circle K app Solstice and continuing projects like the MRF Portal. In addition, they assist in the interpretation of the data that is collected by the district; and from here, the committee can make meaningful and purposeful conclusions 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 Lead
    - Mobile
    - Portal
  + Software Developer
    - Front-end
    - Back-end

**Goals of the Technology Committee**

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

* To modernize the district’s impact & presence through Technology
* To quantify and qualify the District by analyzing the data that is collected by the district and develop the habit of coming to data-based (quantitative) and qualitative conclusions
* Collaborate and execute joint projects with other committees
* Continue on the projects from past Technology Committees
* To provide guidance and support to clubs in need of Technology Committee’s help

**Application Timeline**

Applications must be submitted to technology@cnhcirclek.org & governor@cnhcirclek.org using the following naming convention: *TechnologyCommittee\_FirstNameLastName* by **Friday, May 14th, 2021 at 10:00PM**. Additionally, all applications must be sent in PDF format. Further instructions will be provided upon the submission of your application.

1. Application Process: Tuesday, May 4, 2021 - Monday, May 24, 2021
2. Applications open Tuesday, May 4, 2021, at 12:00 PM PDT
3. Applications must be submitted by **Friday, May 14, 2021, at 10:00 PM** (PDT) / 7:00 PM (HST) to District Technology Chair Renz Lane (technology@cnhcirclek.org) and District Governor Ryan Tan (governor@cnhcirclek.org).
4. Applicants invited to an interview will be notified by Sunday, May 16, 2021.
5. Interviews will take place from Monday, May 17, 2021, to Friday, May 21, 2021.
6. Appointments will be made by Monday, May 24, 2021.  All applicants will be notified of final selections by then.

\* 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 remember 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 and to fill out the meeting minutes throughout the term
* Assist with the preparation for meetings & committee socials with the chair
* 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 (2):**

* Create mockup designs, interfaces, 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
* Implement the website UI/UX design as created and finalized by the UI/UX Designers
* Redesign page content 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 district data in the CNH database
* Collaborate with District Board members to refine how data is collected and stored
* Collaborate with other committees to establish data-driven habits and processes
* Determine & create meaningful data visualizations for the CNH District using software tools
* Aid the Technology Committee with data concerns, e.g. member demographic (general members, presidents, secretaries etc.)

**Software Team:**

* **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 Lead 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
* **Software Developer (4)**
  + 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. |

**Executive Assistant:**

1. As Executive Assistant, you will need to keep track of multiple committee members, tasks, and social events. How will you make sure that you are well-aware of project needs, the progress that is being made, and other committee plans?
2. What kind of resources do you think would be useful or inspirational for Technology Chairs this term?
3. 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 a UI/UX Designer, you will need to collect feedback about our projects, how will you efficiently collect user feedback and integrate that feedback into design planning?
3. 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. If you have any past graphic design experience, describing it below is also helpful!
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?

**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 be analyzed and interpreted so that purposeful conclusions can be made for the CNH District officers?
3. This term, more data may be collected, but also modeled to support and provide the CNH District with qualitative insights. What ideas do you have that will make data collection & visualization effective?

**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. In the situation that you are behind schedule, how will you identify the cause and fix it?
3. If there is a problem/situation that you don’t know how to solve/approach, how will you go about trying to resolve it?

**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 **Sunday, May 16th** via email.

Though it is not guaranteed that each applicant will move on to the second round, please highlight your tentative availability 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday**  **May 17** | **Tuesday**  **May 18** | **Wednesday**  **May 19** | **Thursday**  **May 20** | **Friday**  **May 21** |
| 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 2021-2022 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\_RenzLane)**

**Late applications will NOT be accepted.**

**Renz Lane**

**District Technology Chair**

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

**&**

**Ryan Tan**

**District Governor**

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

**All applications are to be RECEIVED by**

**Friday May 14th, 2020**

**Thank you for your interest in becoming a part of the 2021-2022 District Technology Committee!**

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