**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: **Wednesday, April 25, 2018 to Wednesday, May 16, 2018**.
2. Applications must be submitted by **Wednesday, May 9, 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 **Friday, May 11, 2018**.
4. Interviews will take place **Saturday,** **May 12, 2018 to Wednesday, May 16, 2018**\*.
5. Appointments will be made by **Friday, May 18, 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.

**Executive Assistant**

The executive assistant is expected to have past experience in web design/development and a thorough understanding of the responsibilities of club Technology Chairs. As this individual would help manage and oversee the Technology Committee, a strong vision for the applications of technology in Circle K should be demonstrated.

Responsibilities:

* Assist Chair and all committee members in any tasks needed
* Communicate regularly with Club Technology Chairs
* Work with chair and committee to produce resources for club websites and other club technology tasks
* Help guide the direction of the Technology Committee

**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

**District Website Assistant (2)**

The [CNH District website](http://www.cnhcirclek.org/admin) provides a number of features and functionalities for our membership, but there are several fixes and improvements that could take it to new heights of user traffic, aesthetic, and usability! District Website Assistants would be the first ones to work on these changes to the website.

Responsibilities:

* Update pages on cnhcirclek.org, starting with everything on the Committee and/or Division tabs
* Redesign pages 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 sees fit
* Help with regular website updates/uploads

**Webinars Technology Assistant**

In past years, CNH Circle K has made it a goal to increase member education through workshops and webinars. The Webinars Technology Assistant would facilitate all webinars as presented through the CNH Circle K YouTube Channel, SunnyTV! Last term, webinars were hosted through Google Hangouts and streamed through YouTube. This position is one that requires someone consistent and reliable, as other Committees would be actively relying on this individual for all webinars.

Responsibilities:

* Coordinate with other District Committees whenever they need to host a webinar
* Set up webinars in a timely manner and inform the workshop hosts of what they need to do and when to do it

**Software Developer (2)**

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 would be 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.

Responsibilities:

* Develop special tools/applications that can help CNH run more efficiently
* Collaborate with Chair, EA, and Co 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**

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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.

**Executive Assistant**

* How, in your eyes, will the Technology Committee have made an impact on CNH Circle K one year from now?
* How would you maintain communication with club Technology chairs and what resources do you think would be helpful for them?
* What experience do you have leading a team/committee, and how would you ensure all committee members feel supported and included?

**District Events Website Chair**

* What experience do you have with web design? Briefly describe what technologies/tools (e.g. Wordpress, HTML/CSS, Bootstrap) you have experience with. 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.

**District Website Assistant (2)**

* What experience do you have with web design? Describe what technologies/tools (e.g. Wordpress, HTML/CSS, Bootstrap) you have experience with. Please also describe any past graphic design experience because it will help!
* List and explain at least 2 pros and 2 cons about the [District Website](http://www.cnhcirclek.org). What is the first thing you would change or add to the website if given the opportunity?
* Please include links/attachments to any past work (web-related or design-related) showcasing your abilities.

**Webinars Technology Assistant**

* Why are webinars important to you? What has been your favorite workshop/webinar you’ve attended in Circle K?
* As stated before, the Webinars Technology Assistant will be made accountable for running the technical side of all District Webinars. How will you ensure timely, effective communication with other District Committees to allow for efficient operation of all webinars?

**Software Developer (2)**

* What previous programming experience do you have? What interesting projects have you worked on?
* List at least 2 ideas you have for projects you might take on if appointed, and briefly describe how you would approach them. It’s okay if your response overlaps with your answer to Question 5 from part II. A few example ideas are:
  + Change CERFs into an online form that queues updates for each club and either
    - directly updates their MRS
    - or outputs a table for the Secretaries to copy & paste
  + DCON Mobile App to replace the printed programs
  + Fix the old Awards Submission site or create a new one
  + Creative - make a web visualization of club photos (they submit them for FTC slideshow anyway!)
* 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.

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| **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 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 9, 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.*