**California-Nevada-Hawaii District**

**Circle K International**

**Technology Committee Application**

**2019-2020**

Dear Applicant,

Thank you for your interest in the District Technology Committee! Technology is often intimidating, but special skills are not needed to perform well in this committee. A passion to learn and improve the CNH District is all it takes to make a difference. I encourage you to apply even if you are a little bit unsure or feel underqualified; district committees are an amazing opportunity to learn and contribute something to this organization! Only in its second year, the Technology Committee will provide a space to develop technical skills and shape the use of technology in CNH.

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 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,

Chris Lam  
Technology Chair 2019-2020  
email: technology@cnhcirclek.org  
phone: (619) 721-5277

**About the Technology Committee**

**Purpose:** The Technology Committee will support the operations of the CNH District Board, as well as innovate new technologies that will aid various aspects of the CNH District.

**Structure:**

* Executive Assistant
* District Website Assistant
* District Events Technologist
* UI/UX Specialist
* Data Scientist
* Software Team

**General Goals for the 2019-2020 Committee:**

* Collaborate with the other committees of the District Board to support reaching our district goals
* Maintain current projects and develop new projects as needed by the CNH District
* Refine the usage of technology throughout the district, especially through supporting individual Technology Chairs and clubs without a website and/or technology representative

**Application Timeline:**

1. Application process: **Thursday, May 2, 2019 to Sunday, May 12, 2019**.
2. Applications must be submitted by **Sunday, May 12 , 2019, 10:00PM (PST) / 7:00PM (HST)** to the Technology Chair, Chris Lam ([technology@cnhcirclek.org](mailto:technology@cnhcirclek.org)), and the District Governor, Wayne Cheng ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Applicants invited to an interview will be notified by **Monday, May 13, 2019, 8:00PM (PST) / 5:00PM (HST).**
4. Interviews will take place **Tuesday,** **May 14, 2019 to Sunday, May 19, 2019**\*.
5. Appointments will be made by **Tuesday, May 21, 2019**\*. 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 the 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.

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.

The following is a list of preferred qualifications and *minimum* duties for each of the positions. You will be expected to learn a lot during your term, so do not worry if you only meet the minimum requirements.

**Executive Assistant**

The executive assistant will contribute to the administrative operations of the Technology Committee. The executive assistant is expected to understand the role of a club Technology Chair as well as how a team works, as the main roles include committee management and supporting the club Technology Chairs of the district. 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:

* Communicate regularly with the chair to complete administrative tasks and committee planning. Communicate regularly with club Technology Chairs
* Work with the chair and committee to produce resources for technology
* Assist the chair and all committee members in any tasks needed
  + Although no technical skills are required, the ideal applicant would be able to participate in and help with committee members’ tasks
* Help guide the direction of the Technology Committee

**District Website Assistant**

The [CNH District website](http://www.cnhcirclek.org/admin) (cnhcirclek.org) 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:

* 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 see fit
* Help with regular website updates/uploads

**District Events Technologist**

The District Events Technologist will aid their AV/Technology counterparts in creating websites for Fall Training Conference and District Convention, as well as creating websites for other annual district events, including CKI North & South and Spring Training Conference. They should have an understanding of the use cases of district events websites that allows them to produce accessible, engaging, and well-designed websites.

Responsibilities:

* Coordinate with committees in charge of CKI North/South, FTC, DLSSP, DCON, STC to ensure all events have complete, updated, themed websites
* Aid with AV work at Fall Training Conference, District Convention, and other district events

**UI/UX Specialist**

The Technology Committee works on many products that eventually reach the general members of the CNH District. The UI/UX Specialist is in charge of all things design and usability to ensure a positive experience for the end-user. They should have a strong sense of how people best interact with technology and be able to balance the varying design needs of multiple projects.

Responsibilities:

* Collaborate with every member of the Technology Committee to ensure quality and usability throughout all work produced
* 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

**Data Scientist**

As a large organization, data is at the core of quantifying progress and directing decisions. The CNH District currently collects large amounts of data through the Monthly Report Forms and miscellaneous surveys from events and webinars. The data scientist would extrapolate and draw new conclusions and well as shape how the district collects, organizes, and thinks about data.

Responsibilities:

* Analyze and organize the existing data that the district has collected
* Collaborate with District Board members to refine how data is collected and stored
* Aid the Technology Committee with data concerns, e.g. data aspects of a software team project

**Software Team**

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. The software team is given the creative freedom to realize projects that will bring efficiency and new innovations to CNH Circle K. Short descriptions of conventional roles is given below, although positions for the software team will be filled as interest, skill availability, and committee needs allow.

|  |  |
| --- | --- |
| Front-end Developer | Implement user interfaces for projects with the help of the UI/UX Specialist. |
| Back-end Developer | Build the project logic, databases, APIs, or any other necessary back-end services. |
| Mobile Developer | Further develop the District Events Mobile Application and innovate new features for user engagement. |
| QA | Ensure quality development throughout the development cycle, from reviewing documentation to coordinating testing activities. |
| Technical Writer | Aid in writing project specifications and user documentation to streamline the development cycle and ease project learning curve. |

Responsibilities:

* Develop tools/applications that can help CNH run more efficiently
* Collaborate with Chair, EA, and other members of the software team to ensure proper division of project tasks
* Participate fully in the development cycle, including brainstorming, detailed planning, constant communication, and iterative designing

**Application**

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

**I. Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Click here to enter text. | **Year in School, Major(s)/Minor(s)** | Click here to enter text. |
| **School** | Click here to enter text. | **Email** | Click here to enter text. |
| **Division** | Click here to enter text. | **Phone Number** | Click here to enter text. |
| **Positions of Interest (in order)** | 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?** |
| 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 think the District needs a Technology Committee?** |
| 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 use & 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. **Are you applying to any other district committees? If so, please rank them in order of preference.** |
| Click here to enter text. |

**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**

* The Technology Committee has only been in existence for one year. What role do you see technology playing and how would you want it to be shaped/defined in the coming years?
* 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 Website Assistant**

* 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?

**District Events Technologist**

* 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?
* Choose a district events website this past term and give your comments/any changes you would make (ftc./dcon./crazykomp./stc.cnhcirclek.org).

**UI/UX Specialist**

* What experience do you have with design, specifically in UI/UX?
* This position will require collaboration with essentially every product of the Technology Committee, including promotions and branding. How is your work style, and how will you handle balancing multiple demands at the same time?
* Please include links/attachments to any previous UI/UX work.

**Data Scientist**

* What is experience do you have working with data, especially in relation to the goals of a company?
* Download the Monthly Report Form template from [resources.cnhcirclek.org/secretary](http://resources.cnhcirclek.org/secretary/) and provide 1 or 2 insightful questions that can be asked of the data.
* (Optional) Please include links/attachments to your resume, Github, and/or any other material detailing your technical skills and experience.

**Software Team**

* What previous programming experience do you have? If you do not have previous experience/projects, be sure to elaborate on the following question.
* As listed above in position descriptions, the conventional roles in the software team are front-end developer, back-end developer, mobile developer, QA, and technical writer. Which role(s) would you be interested in (independent of skill)? If you choose a role outside of the list, please provide a short description of the role.
* List at least 2 ideas you have for projects the software team might take on. It’s okay if your response overlaps with your answer to Question 5 from part II. A few example ideas are:
  + Fix the old Awards Submission site or create a new one
  + District photo submission/gallery system
  + A web app for networking across the district, e.g. a “buddy system” interface
* 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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| **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\_ChrisLam)**

**Late applications will NOT be accepted.**

**Chris Lam**

**Technology Conference Chair**

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

**&**

**Wayne Cheng**

**District Governor**

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

**All applications are to be RECEIVED by**

**Sun, May 12, 2019 by 10:00 PM (PST) / 7:00PM (HST)!**

**Thank you for your interest in becoming a part of the 2019-2020 District Technology Committee!**

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