**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

* Software Team
  + 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**

1. Application process: **Sunday, May 10, 2020 to Wednesday, May 20, 2020**.
2. Applications must be submitted by **Wednesday, May 20th, 2020, 10:00PM (PDT) / 7:00PM (HST)** to the Technology Chair, Matthew Kim & District Governor, Katherine Hoang (governor@cnhcirclek.org).
3. Applicants invited to an interview will be notified by **Thursday, May 21st, 2020, 8:00PM (PDT) / 5:00PM (HST)**.
4. Interviews will take place Tuesday, **May 19th, 2020 to Monday, May 25th, 2020\***.
5. Appointments will be made by Tuesday, **May 26th, 2020\***. All applicants will be notified of the final selections.

\* 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**

* **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.

**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**

**Wednesday, May 20th, 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.**