

**- Frontiers -**  
**International Health Society**  
**- 2008-2009 Executive Board Application -**

*Thank you for applying! \_*  
*We wish you the best of luck and hope to see you on the board very soon!*

For *information* – [FrontiersIHS@gmail.com](mailto:FrontiersIHS@gmail.com); [ellen.schenk@gmail.com](mailto:ellen.schenk@gmail.com)  
<https://netfiles.uiuc.edu/ro/www/Frontiers-InternationalHealthSociety/index.htm>

**DEADLINE - Wednesday, March 26, 2008 at 10:00pm**

Complete in a Word .doc and send as an attachment to [FrontiersIHS@gmail.com](mailto:FrontiersIHS@gmail.com)

**Contact Information**

Name: \_\_\_\_\_ Major: \_\_\_\_\_

Year: \_\_\_\_\_ Graduation date (MM/YY): \_\_\_\_\_

Local Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell/contact phone: \_\_\_\_\_

Do you have any website maintenance or design skills? \_\_\_\_\_

If yes, please describe your experience. \_\_\_\_\_

**Interview Availability**

List **ALL** times that you are available on the following days:

Wednesday 4/9/08 \_\_\_\_\_

Thursday 4/10/08 \_\_\_\_\_

Friday 4/11/08 \_\_\_\_\_

Saturday 4/12/08 \_\_\_\_\_

Sunday 4/13/08 \_\_\_\_\_

*If you are selected for an interview, you will be contacted via email with the time and location.  
Interviews will be with two current board members and will last 20-30 minutes.*

**IF YOU ARE SELECTED FOR THE BOARD, YOU MUST BE AVAILABLE TO  
ATTEND A TRANSITION MEETING ON SUNDAY, APRIL 20, 7:00PM-9:30PM**

## Board Responsibilities

- Attend **ALL** bi-weekly board meetings
- Hold two cube hours per week (this can be used to work on your own position!)
- Carry out all individual position responsibilities
- Support other board members as requested
- Work to **develop** your own position **and** the organization

Expected total time commitment ~ average of 4-5 hours per week

**Board Positions** – Rank all for which you are applying with “1” as your first choice

### \_\_\_\_\_ **President (1 position)**

*Responsibilities:* Guide the overall vision of the organization and ensure that the organization meets its objectives on campus; set board meeting times and agendas; mentor board members on designing and carrying out effective action plans; ensure that board responsibilities are completed; interview and select new board members; serve as a liaison to University departments and faculty to further develop the organization

### \_\_\_\_\_ **Vice President Internal (1 position)**

*Responsibilities:* Take and distribute meeting notes; maintain and distribute the international health resource databases to appropriate campus departments and RSOs; develop a bi-semester organization calendar/newsletter to distribute internally and externally; assist the President with ensuring that board responsibilities are completed; assist with other internal board responsibilities as necessary

### \_\_\_\_\_ **Vice President External (1 position)**

*Responsibilities:* Advertise and recruit for all events and meetings to involve a diverse set of students and faculty; organize and manage Quad Day, Activity Day, and general info sessions; develop and carry out the selection process for and supervision of the Project Leaders to get non-board members more involved in the organization; collaborate with other RSOs to participate in campus-wide events (such as Global Village, Culture Shock, Relay for Life, etc.) as well as invite other RSOs to participate in Frontiers’ events

### \_\_\_\_\_ **Treasurer (1 position)**

*Responsibilities:* Attend the treasurer workshop; manage the account funds; manage SORF forms and applications; and develop a budget for each position

### \_\_\_\_\_ **Fundraising Chair (1 position)**

*Responsibilities:* Raise \$300 for the organization and organize one international health-related charity fundraiser per semester; seek and apply for funding grants/awards

### \_\_\_\_\_ **Academic Outreach Chair (2 positions)**

*Responsibilities:* Maintain and develop a pool of international health information through power point presentations, posters, pamphlets, etc.; distribute this information to **educate** the campus by holding small group dialogues, passing out information on the quad, posting presentation slides in the classroom, etc.; work closely with professors/department faculty to strengthen the presence of international health issues in the classroom setting, particularly in the pre-health curricula, as well as create and maintain a list of professors that are interested in working with Frontiers

\_\_\_\_\_ **Development Workshop Chair (2 positions)**

*Responsibilities:* Organize and coordinate two campus-wide workshops per year to bring together a diverse array of students/faculty, to display the diversity of international health, and to instill in the campus a sense of involvement/activism for international health issues

\_\_\_\_\_ **Community Outreach Chair (1 position)**

*Responsibilities:* Develop and coordinate three outreach events or drives per semester to spread awareness of international health through service learning

\_\_\_\_\_ **Speakers Chair (1 position)**

*Responsibilities:* Develop and organize three speaker events (using student, faculty, and off-campus resources) per semester related to careers, research and internship opportunities, activism, and current issues in international health; work closely with other board members to provide speakers for other events

\_\_\_\_\_ **Trip Coordinator (2 positions)**

*Responsibilities:* Organize two international trips per year for members to gain greater exposure to international health and to contribute to the service area; communicate with organization abroad to solidify housing and itinerary arrangements; recruit, interview, and select trip members; hold regular meetings to prepare members for the trip; work with the board members to create and carry out events to bring the trip experience back to campus – *If the trip coordinator goes on a trip he/she will be the trip leader, otherwise he/she will appoint a trip leader, preferably one that is conversational in the destination country, to communicate with the organization pre-trip and to guide the group during the trip*

***Essay Questions***

Answer all questions within the word limits.

- 1.) Describe your career and academic goals. (50 words)
- 2.) Why do you want to be on the Executive Board of Frontiers and what contributions can you bring to the organization as a whole? (100 words)
- 3.) Why did you rank each of your top four positions? (*e.g. what motivations, talents, experience would you bring to each; what creative ideas/goals do you have for developing each in the upcoming year*) (100 word limit for each position)
- 4.) What is your vision for developing the organization, overall, within the next year? (100 word limit)
- 5.) Please list all of your expected time commitments for the upcoming year (*school, work, family commitments, extracurricular activities, etc.*)
- 6.) Lightning round:  
What are three words that describe you? –  
What is your favorite color? –  
What is your favorite subject? –  
If you could go anywhere in the world, where would you go?