

International Health Society
- 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
<http://sites.google.com/site/frontiersuiuc/Home>

DEADLINE - Friday, April 23, 2010 at 10:00pm

Complete in a Word .doc and send as an attachment to 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:

Monday 4/26/10 _____

Tuesday 4/27/10 _____

*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 about 20 minutes.*

**IF YOU ARE SELECTED FOR THE BOARD, YOU MUST BE
AVAILABLE TO ATTEND A TRANSITION MEETING ON **SUNDAY,**
MAY 2, 9:00PM-10:30PM (No exceptions)**

Positions (rank the positions you are applying for)

_____ **Vice President** (1 position)

Responsibilities: 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, advertise and recruit for all events and meetings to involve a diverse set of students and faculty; 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

_____ **Fundraising Chair** (1 or 2 positions)

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

_____ **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.*

_____ **Secretary/Treasurer** (1 position)

Responsibilities: Take and distribute meeting notes; maintain and distribute the international health resource databases to appropriate campus departments and RSOs; Attend the treasurer workshop; manage the account funds; manage SORF forms and applications; and develop a budget for each position

_____ **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

_____ **Academic Outreach** (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

Questions

- 1) Why do you want to be on the Executive Board of Frontiers and what contributions can you bring to the organization as a whole?
- 2) Please describe any experience or knowledge that you have in international health.
- 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*)
- 4) Please list all of your expected time commitments for the upcoming year. Time commitment is a huge deal for Frontiers- In the past, if executive board members did not commit, they were asked to step down. How will Frontiers compare to your other time commitments?