

**2013 - 2014**

**Executive Board Application**

**2013-2014 Dance Marathon at Southeast Missouri State University**

**Executive Board Application**

**Application Deadline: April 8th, 2013 at 5:00pm**

Thank you for your interest in being a member of the 2013-2014 Dance Marathon Executive Board! As we transition into planning for our 8th annual event, we are currently seeking Southeast students who are willing to commit to leadership roles. Although taking on a leadership role also means taking on more responsibility, we guarantee that you will enjoy planning this event to support the kids!

**Application and Selection Timeline**

April 8th, 5:00pm - Application Deadline (E-mail to dmsoutheast@gmail.com)

April 15th-16th - Interviews

April 18th - Official announcement of positions

April 22nd - First Executive Board meeting

**Responsibilities for Executive Board Members**

1. Attend and actively participate in weekly meetings.
2. Spend 2-5 hours per week on average working on Dance Marathon tasks outside of the Executive Board meetings, including responding to emails and phone calls in a timely manner, recruiting participants, talking with potential sponsors, and assisting with fundraising efforts.
3. Attend the Dance Marathon Executive Board retreat (TBD).
4. Attend and actively participate at the Dance Marathon event (TBD).
5. Meet the personal fundraising expectation set for Executive Board members (TBD).
6. Assist with Executive Board selection and transition for the 2014-2015 event.

**Application Instructions**

1. Please TYPE or PRINT all information clearly.

2. Please read over the following committee descriptions carefully. If you are selected for a leadership position, you will be responsible for attending all of the required events (weekly meetings, fundraising events, etc.).

3. E-mail the application to **dmsoutheast@gmail.com** as an attachment. **Please include a copy of your schedule for next year (classes, work, other time commitments, etc.) with your completed application.**

If you have any questions about the application and/or selection process, e-mail Kristin Bey ([kmbey2s@semo.edu](file:///C:\Users\Owner\Downloads\kmbey2s@semo.edu)).

**Dance Marathon at Southeast Missouri State University**

**Position Descriptions**

**Overall Chair**

The Overall Chair is responsible for overseeing the planning process. The Overall Chair provides leadership, direction, and resources for committee members. Duties for this position include advising Executive Board members, managing event operations, leading weekly meetings, and collaborating with the faculty advisor and other university professionals. Most importantly, the Overall Chair is responsible for promoting and executing Dance Marathon's mission statement and motivating the group to reach their goal.

**Internal and External Chairs**

The Internal Chair oversees all aspects surrounding the Dance Marathon event. The Internal Chair is also responsible for advising committees that are responsible for all of the details of the event day. The Internal Chair (together with the External Chair) acts as second in command to the Overall Chair. Like the Overall Chair, he or she should act as a guide, mentor, and mediator.

The External Chair oversees all aspects leading up to the Dance Marathon event. The Internal Chair is also responsible for advising committee members and completing executive tasks. Like the Internal Chair, the External Chair acts as second in command to the Overall Chair. The External Chair acts a guide, mentor, and mediator to the other board members.

**Catering Committee**

The Catering committee is responsible for all aspects of food and beverage for the Dance Marathon event. Responsibilities include asking for donations from local food providers, arranging storage or scheduling deliveries during the event, and prepping and serving food items. Members of this committee must possess organizational skills in order to ensure that the dancers are well-fed and energized for the marathon.

**Entertainment Committee**

The Entertainment committee is responsible for securing entertainment for the event to make the experience enjoyable for dancers. Members of this committee will contact the athletic department and other organizations on campus to secure live performances and guest speakers for the event. They will also contact external businesses to secure entertainment such as a photo booth for the event. In addition, the Entertainment committee will organize themed hours and corresponding activities to ensure that dancers are actively participants.

**Family Relations Committee**

The Family Relations committee works with Children’s Miracle Network Hospitals of Greater St. Louis to make Miracle Children and their families an integral part of Dance Marathon. The committee will work with CMN Hospitals to incorporate the families into publicity events, weekly meetings, and the event itself. They are also responsible for setting up and implementing a pen-pal program for the Executive Board and the Miracle Children.

**Morale Committee**

The energy and passion of the Morale committee drives the success of Dance Marathon by keeping the dancers excited, entertained, and connected to the cause throughout the event. They are responsible for creating the karaoke play lists as well as the theme hours. This committee creates and teaches an energizing dance that will be performed at the event. Members of the Morale committee should be passionate and energetic individuals who can motivate dancers to stay on their feet for twelve hours.

**Logistics Committee**

The Logistics committee is responsible for securing the event space, lighting, sound equipment, and other necessary equipment. This committee will also be responsible for creating the event schedule that will provide structure for the event. In addition, they will also develop the floor plan and layout of the stage, vendors, catering, etc. to create a memorable experience for participants. The Logistics committee works behind-the-scenes to ensure that the event runs smoothly.

**Dancer Relations Committee**

The primary goal of this committee is to reach out to students and encourage them to learn more about Dance Marathon. Responsibilities for this committee include recruiting participants for the event, attending meetings of other student organizations on campus, and planning and executing informational sessions. Members will also organize efforts to retain participants for the following year.

**Finance Committee**

The Finance committee oversees all aspects of Dance Marathon that involves collecting, counting, and reporting money. From setting and managing the overall budget, to accounting for dollars received from fundraising events, the final total revealed at the end of the evening will be the result of the committee’s careful work. This committee needs members who are comfortable working with money and numbers. In the year leading up to the Dance Marathon event, money will change hands frequently, and both income and expenses must be accurate.

**Fundraising Committee**

This committee is responsible for raising funds for the organization and for Children’s Miracle Network Hospitals. This committee will set up ‘dine to donate’ nights at restaurants and other external organizations. In addition, the Fundraising Committee will collect revenue from corporate sponsors that will fund operational costs for the event. This committee will also campaign for in-kind donations (gift-cards, merchandise, etc.) that will be given out as prizes to participants at the event.

**PR / Marketing Committee**

The Public Relations / Marketing committee is responsible for the publicity of Dance Marathon on campus. They coordinate with local newspapers and TV stations in order to raise awareness in the community. Furthermore, they make and distribute flyers and posters to hang in buildings on campus. They are responsible organizing and brainstorming campaigns to raise awareness about Dance Marathon. Members of this committee should possess basic graphic design skills.

**Technology Committee**

The Technology committee plays a vital role in developing and maintaining all aspects of Dance Marathon’s online presence. Responsibilities for this committee include maintaining and updating social networking sites such as Facebook and Twitter, updating the website, and sending e-mail campaigns to SEMO students. Most importantly, this committee keeps everyone connected to the cause.

**Application for 2013-2014 Executive Board**

**First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Address (City, State, Zip) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SEMO E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Anticipated Graduation Date (mm/yy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How did you learn about Dance Marathon? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever participated in a Dance Marathon for Children's Miracle Network Hospitals?**

**\_\_\_\_\_** No  **\_\_\_\_\_** Yes , location **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please check which positions you are interested in applying for:**

**\_\_\_\_** Overall Chair \_\_\_\_ Catering \_\_\_\_ Morale \_\_\_\_\_ Finance \_\_\_\_ PR/Marketing

\_\_\_\_ Internal Chair \_\_\_\_ Entertainment \_\_\_\_ Logistics \_\_\_\_\_ Fundraising \_\_\_\_ Technology

\_\_\_\_ External Chair \_\_\_\_ Family Relations \_\_\_\_ Dancer Relations

**Please list your TOP THREE choices for positions below.**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Short Answer Questions: Please type your responses and attach them to the application form.**

1. Why do you want to be a part of the Dance Marathon Executive Board at SEMO?
2. As a member of the Executive Board you hold a position of leadership. How would you describe your leadership style?
3. Evaluate your qualifications for being a member on the Executive Board with specific attention to how you are qualified for your top choice positions.
4. List all of the on and off-campus activities, including work, clubs, etc., that you will be involved in from August 2013- May 2014. Include brief descriptions of the positions and time commitments.
5. Please check the following that apply to you. Do not feel the need to check all, please only select your biggest strengths.

\_\_\_\_\_\_ I feel comfortable leading a group of people.

\_\_\_\_\_\_ I feel comfortable contacting potential sponsors.

\_\_\_\_\_\_ I am good with numbers.

\_\_\_\_\_\_ I am comfortable with public speaking.

\_\_\_\_\_\_ I can meet important deadlines and stay up-to-date with my work.

\_\_\_\_\_\_ I know how to motivate others.

\_\_\_\_\_\_ I can confront others about a problem when necessary.

\_\_\_\_\_\_ I work well under pressure.

\_\_\_\_\_\_ I feel comfortable asking for help when needed.

**\*E-mail this completed application to dmsoutheast@gmail.com. We will contact you to set up an interview time.**