

Officer Positions and Descriptions 2022-2023

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<p style="text-align: center;">President</p> <ul style="list-style-type: none"> - Serves as the official student representative of Link Crew - Oversees and attends all Link Crew functions - Plans Agenda for Meetings with Vice President of Activities and Coordinator and Attends all officer and leader meetings - Follows up with individual Link Leaders if there is a drop in participation - Schedules and meets with officers two times a month to plan events - Consults <u>weekly</u> with Link Crew Coordinator - Assists and attends all Link Crew functions and plans leader bonding with VP of Activities - Assists with the preparation and setup of Freshmen Orientation - Assists in the interview process of future Link Leaders - Follows up with each Color Crew regarding planning and implementing 1 Link Lunch per year - Responsible for submitting shirt and sweatshirt designs - Helps plan end of year banquet - Responsible for assigning Color Crews before training - Attends all ICC and freshmen registration meetings - Maintains contact with Principal regarding Link Crew events 	<p style="text-align: center;">Vice President of Information and Finance</p> <ul style="list-style-type: none"> - Creates phone tree (includes email and birthday) - Takes minutes at meetings and gives them to the president for ICC meetings. - Maintains communication with all the leaders through various means - Remind101 - Sends weekly recap emails regarding lunch meeting topics - Assists in meeting agendas - Write thank-you notes if needed - Designs 8th Grade Parent Night information board - Keeps track of Link Crew budget (Checks monthly) This includes all deposits and expenses - Works closely with finance office - Approves all transactions - Attends all officer and leader meetings - Responsible for all financial requests (purchase orders/checks) for upcoming events - Handles money and all financial responsibilities associated with Link Crew events - Assists in all Link Crew functions - Assists with shirt and sweatshirt orders
<p style="text-align: center;">Vice President of Public Relations</p> <ul style="list-style-type: none"> - Manages all publicity notifications with upcoming events through the Instagram account and other means. - Organizes all sign and flyer making and hanging - Keeps track of sign making materials and supplies - Maintains close contacts with all teachers and ASB members - Assists in all Link Crew functions - Attends all officer and leader meetings - Coordinates parent involvement in Link Crew events - Prepares birthday treats for each Link Leader - Responsible for Videotaping/Photography of all Link Crew events - Puts together end of the year video for Banquet - Responsible for homeroom bulletins. - Makes sure the following activities are in the Newscast the week of the event: Tailgate, Cocoa and Crams, Banana Split, Link Lunches - Organizes all decorations for Freshmen Orientation/End of the year Banquet 	<p style="text-align: center;">Vice President of Activities</p> <ul style="list-style-type: none"> - Assists President with all functions - Plans agenda for meetings with President and Coordinators at weekly Officer Meeting - Attends ICC meetings when President is unable - Attends all officer and leader meetings - Works closely with the ASB when planning events - Assists in all Link Crew functions and night meetings - Researches, develops, and implements 2 new Link Crew events for the year - Coordinates campus tours photo booth - Coordinates food & fun activities for summer Link Leader training days - Plans 1 Leader bonding event per quarter (either during lunch meeting or outside of school) - Updates Color Crew wall and follows through with at least 1 Color Crew Challenge per quarter (during school day) - Follows up with each Color Crew regarding planning and implementing 1 Link Lunch per year - Helps plan end of year banquet

Application Timeline For Officer and Returner Applicants

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Date to be aware of:	Event/Task:
Tuesday, March 15th	Returner or Officer Applications are Released
Tuesday, March 29th 4pm	Returner or Officer Applications are due. Use the Google Form link on page 1 to submit your application.
Friday April 1st by 4pm	Exec will email all officer applicants with a link to sign up for interviews if they are moving forward in the interview process.
Friday April 1st	New Member applications are available on the Westview Website
Monday, April 4th - Thursday, April 7th	Individual Officer Interviews in person at lunch, 4th period, after school
Friday, April 8th	Officer Selection is Announced. Mrs. Kreamer and Ms. Muench will call each applicant.
Friday April 8th by 4pm	Exec will email all returning applicants with a link to sign up for interviews if they are moving forward in the interview process.
Monday, April 18th - Friday, April 22nd	Returner Group Interviews at lunch and 4th period.
Tuesday, April 19th 4pm	New Member Applications are due
Lunch Monday April 25th	New Member Applicants who make it to the interview round can find their name on the window of E-105. If your name is on the list, please sign up for an interview slot.
Tuesday, April 26th - Friday April 29th	New Member Group Interviews - after school 3:20pm and 4:00pm
Friday, May 6th 3pm	2021-2022 Link Crew Announced for all New and Returning members. Find the final list printed on the window of E-105 at 3:10pm.
Tuesday, May 31st 3:15 - 4:30 pm In the Staff Lounge	Meet and Greet - New Member Meet Up. This is a mandatory event. Please let coaches know that you will be missing practice if it overlaps with this date. You will get a chance to meet other Link Leaders, form those bonds, set goals for next year and get important information for training days.

2022-2023 WESTVIEW HIGH SCHOOL LINK CREW OFFICER APPLICATION

Congratulations! We are excited that you wish to increase your involvement in Link Crew by taking on an officer position. Please know that this is a YEAR-LONG commitment and officers devote time during the summer, during college application season, etc., toward supporting this club, its Link Leaders and our Freshmen. This application includes a timeline of the application process as well as a parent notification section that must be signed and turned in with the completed application. **A TEACHER RECOMMENDATION FORM IS NOT NECESSARY.**

Make a copy of this application and complete the following questions.

Save as a PDF with the file name "Officer App Last Name First Name"

[Click this Google Form link](#) and upload your PDF File to the Google form.

Applications are due by Tuesday March 29th, 2022 at 4:00 PM. It is your responsibility to complete and submit all forms of the application, and adhere to all deadlines. Failure to do so MAY result in elimination of your name from the candidate pool. You do not need to complete a returner application in addition to this application. For specific questions, please email sskelton@powayusd.com and kmuench@powayusd.com. Good Luck!

What is your first choice position? (circle one)

President

VP of Activities

VP of Public Relations

VP of Info & Finance

Name: _____ **Email:** _____

Phone Number to best contact you in the afternoon/evening: _____

Do you drive a car? _____

Due to the high expectations and hours involved for Link Leaders, parental consent is required for your participation in the program. Your parent/guardian may type their name and signature if a printer is not accessible.

I _____, am aware that my son/daughter is applying to be a member of
(Parent's printed name)

the 2022-2023 LINK CREW. I am also aware that if my son/daughter is accepted into the program, s/he will be involved in the following school sponsored and supervised activities that are listed on the attached sheet. I give my permission for _____ to be a part of the LINK CREW program.

(Student's printed name)

(Parent's signature)

Briefly answer the below questions with as much detail and specifics as possible. (We suggest a well thought-out paragraph for each question).

1. During this school year, Link Crew planned many functions. Which of them was the most impactful on freshmen and on you?
2. How would you change or modify any of the activities we had this school year to make them more successful next year?
3. What is one attainable idea/activity you hope to implement during your term in office. You must give specific details and steps on how you would implement this idea. Who would be involved, and how would you finance the idea?
4. Being a Link Crew Officer requires **a lot** of time and effort. We need to know you have the time to commit to this position. What other extracurricular activities are you involved in? What clubs, sports, AP classes, jobs or other groups do you participate in after school during the year that might cause conflicts?
5. What does leadership mean to you?
6. What leadership qualities do you possess? Give specific examples where you demonstrated leadership.
7. How do you deal with stress?
8. How do you deal with time conflicts or prioritize your activities?
9. What does being on a team mean to you?
10. What would your top 2 goals be as a Link Crew officer?

11. If you are not selected for the position that you have applied for, would you consider another officer position? Are there any positions you would not?