

Thank you for your interest in becoming a leader of Innovative Design. This organization strives to constantly change, grow, and be “innovative.” As an officer or design team leader, you will be a huge influence in how this organization functions and its future potential. Use this past semester to get a general idea of the organization’s activities, but understand that next year will be drastically different – hopefully better. We look forward to reading your application!

Please note the following dates:

**Wednesday, April 13, 9-10pm in 175 Barrows – Application Info-session**

Attendance is strongly recommended. We will give an overview of the application process and our expectations. Officer and design team leader positions and responsibilities will also be explained. Sign-ups for interviews will occur after the presentation. If you cannot attend, please email us your availabilities by Thursday, April 15.

**Friday, April 16, noon – Applications Due**

Applications must be emailed to [innovativedesignatcal@gmail.com](mailto:innovativedesignatcal@gmail.com) before noon this Friday. Late applications will NOT be accepted.

**Friday, April 16, 5-9pm & Saturday, April 17, 4-9pm (location TBA) - Interviews**

Interviews will last about 15 min. Please sign up for an interview time on Wednesday after the info-session, or email us your availabilities by Thursday.

**Important:**

Next semester, officers will not be leading design teams. Design teams will be lead by design team leaders. Design team leaders cannot be officers and officers cannot be design team leaders.

If you are interested in becoming a design team leader, please respond to ALL application questions. If you are only interested in becoming an officer, you do NOT need to answer the “Additional Questions.”

Descriptions of officer and design team leader positions, responsibilities and expectations are on the next 2 pages. Please read them carefully and then decide on the leadership positions you would most like to have.

**Officer Expectations**

* Attend all club events (socials, tabling, general meetings, retreats, etc)
* Attend weekly officer meetings
* Attend weekly design team meetings (as member or advisor, but not leader)
* Assist other officers and design team leaders as necessary
* Take on the responsibilities of your position as described below:

1. **VP of Administration**
   1. Sends newsletter, updates club calendar, replies to emails about club events
   2. Takes attendance, updates and maintains club roster
   3. Takes meeting minutes
2. **VP of Communications**
   1. Reserves rooms and equipment
   2. Communicates with campus administration
   3. Applies for permits (fundraising, food, venues, etc)
3. **VP of Technology** 
   1. Updates and maintains website (layout design and function - periodic debugging)
   2. Oversees and guides other officers in the use of the website
   3. Troubleshoot equipment (e.g. projectors and speakers)
4. **VP of Education**
   1. Facilitates Photoshop Decal (plans and teaches lessons, grades homework, writes tutorials)
   2. Organizes design workshops and other educational events
5. **VP of Recollections**
   1. Takes photos at club events and uploads photos promptly
   2. Compiles scrapbook for tabling, updating promptly and regularly
   3. Organizes photo shoots for officer, design teams, and club members
6. **VP of Internal Relations**
   1. Organizes club socials, retreats, and banquets
   2. Facilitates bonding among members, officers, and advisors
   3. Responsible for member participation and retention (awards for participation)
7. **VP of External Relations**
   1. Creates partnerships/sponsorships with campus organizations and local businesses
   2. Outreach with campus and community to find clients and design opportunities
   3. Organizes events to strengthen client relations and increase design awareness on campus
8. **VP of Finance**
   1. Plans and maintains budget by overseeing club expenses
   2. Handles membership fees, reimbursements, and collection of payments for paid projects
   3. Organizes fundraising activities to supplement design team income
9. **VP of Marketing**
   1. Publicizes all club events, both internal and external
   2. Implements tabling system and activities
   3. Creates branding materials for InnoD and all materials necessary for publicity
10. **VP of Design Services** 
    1. Meet weekly with all design team leaders
    2. Collects design team work for club portfolio
    3. Manages project requests and communication between clients and team leaders
    4. Oversees activities and projects in design teams
    5. Develop and implement system of quality assurance for projects
    6. Develop and implement selection procedure for project requests

**Design Team Leader Expectations**

* Attend all club events (socials, tabling, general meetings, retreats, etc)
* Attend weekly design team leader meetings with the VP of Design Services
* Meet weekly with design team to work on projects
* Meet with clients as necessary
* Teach design team members design skills and programs as needed
* Lead projects from start to finish, finalizing designs, and sending them to the client

**Please continue the application on the next page.**

**Name:**

**Year:**

**Major(s):**

**Email:**

**Phone:**

**Please rank the positions you are applying for in order of preference.**

*E.g.: [1] VP of Administration*

*[] VP of Communications*

*[2] VP of Technology*

*…*

[] VP of Administration

[] VP of Communications

[] VP of Technology

[] VP of Education

[] VP of Recollections

[] VP of Internal Relations

[] VP of External Relations

[] VP of Finance

[] VP of Marketing

[] VP of Design Services

[] Design Team Leader

**Application Questions**

Please respond to the following questions with no more than 250 words each.

1. Why do you like Innovative Design? What do you dislike about the organization?
2. What do you hope to accomplish as a leader of Innovative Design? What aspects of Innovative Design would you like to change or build upon? What are your goals for the group? For yourself?
3. Why are you applying for your specific position(s)? What relevant experiences have you had?
4. Please describe your availability in terms of your course load and extracurricular commitments for the coming semester.

**Additional Questions (For Design Team Leaders Only)**

1. Which tier (Photo, Tier 1, or Tier 2) do you want to lead? Why?
2. What experience do you have with Photoshop, Illustrator, and InDesign, or similar software?

**Portfolio (required)**

Please attach 3-6 pieces of work from your portfolio. We recommend pieces that are relevant to the position (i.e. Photoshop pieces for VP of Education; photography for VP of Recollections and photo tier leader; web designs for technology; logos, fliers, t-shirts for tier 1 and tier 2 leaders). Please send images in .jpeg, .png, .gif, or .pdf format.

Applications are due **Friday, April 15th by noon**.

**Title this application with the following: last name, first name - top choice position**

Please email to [innovativedesignatcal@gmail.com](mailto:innovativedesignatcal@gmail.com)

Subject Heading: Last name, First name - Fall 11 App - 1st choice position

*e.g. Smith, John - Fall 11 App - VP of Administration*