

VMHS Link Crew: Application for Cabinet Position

Applicant: _____

Requirements:

1. Must be organized and capable of communicating and delegating responsibilities.
2. Must be a **returning senior** during term of office.
3. Must be able to type and be computer literate.
4. Must be able to keep accurate and organized notes and records.

Duties:

Secretary:

1. Shall record, post and be prepared to read the minutes of Link Crew meetings.
2. Shall be responsible to prepare agendas for Link Crew business meetings.
3. Shall be responsible for all Link Crew Correspondence.
4. Shall be responsible to coordinate/send thank you notes to designated persons.
5. Shall keep attendance at all Link Crew meetings.
6. Shall be responsible to record attendance of Link Crew members at Link Crew activities.

Treasurer:

1. Shall be responsible for all Link Crew money
2. Shall give a monthly treasurer report to the Link Crew and give expense summaries after each activity.
3. Shall be responsible to maintain the annual budget, in coordination with the Link Crew advisor.
4. Shall be responsible to draft a budget proposal for the following academic year.
5. Shall have authority over all money disbursements of Link Crew with the advisor's approval.

Publicity:

1. Shall be responsible for Link Crew online communication.
2. Shall keep a record of all publicity for events.
3. Shall communicate and facilitate BNN needs.
4. Shall work with committees to create unique and innovative advertising.
5. Shall organize distribution of ticket sales with treasurer
6. Shall be responsible for social networking events and advertising.

Unity:

1. Shall be able to attend all Unity meetings (to be held on late starts – calendar dates pending)
2. Shall organize events for class and program members
3. Shall work to improve bonding between class and program
4. Shall be able to communicate with other Leadership Advisors on events and dates
5. Shall be responsible to send invitations for special Link Crew events.

Please type your answers the following questions on a separate sheet of paper – to be attached to this application.

1. **Why do you want to hold a cabinet position?**
2. **What are your qualifications for this position?**
3. **What is your vision for what you want to accomplish if you are appointed?**
4. **What other extra-curricular activities will you be involved in?**

STUDENT: I have read, I understand, and I agree to follow eligibility criteria both as a member of Link Crew and for the Office I am currently applying for. I also understand that to be considered for this position I must complete and return this form, and the application questions by Monday August 18th.

Student Signature: _____

PARENT: I give my child permission to apply for a Link Crew Cabinet position and understand that being part of Link Crew means my child will be required to be at school functions, according to the responsibilities of the position. I recognize this means he/she will need to arrive early to set up and leave late to clean up for various school functions.

Parent Name and Signature:

***Please note that a follow up interview with Mrs. Parsons will take place after the application is received. Positions will be appointed based on application and interview.**