
Last Name

First Name

Middle Initial



VOLUNTEER SERVICES

TEXAS WOMAN'S UNIVERSITY

2017-2018 Helping Hands Service Ambassador Board of Directors Application

The purpose of the Helping Hands Student Ambassadors on the Texas Woman's University campus in conjunction with the Center for Student Development is to encourage a life of civic engagement for students through service activities, education and advocacy, and to work with community agencies in efforts to bring about positive change.

Please complete and bring your application to Volunteer Services in the Center for Student Development (Student Union) by 5:00 pm on Wednesday, October 11, 2017. You will receive an email confirmation upon receipt where you can schedule your interview.

Should you have any questions/concerns regarding the application or the selection process, please contact: Mendie White at mwhite24@twu.edu.

BIOGRAPHICAL INFORMATION

Name: _____ Preferred Name: _____
Last First Middle Initial

Classification: _____ Academic Major(s): _____

TWU ID #: _____ Date of Birth: _____

Hometown: _____ Gender: _____

Local Address: _____ TWU Email: _____

Local/Cell Phone: _____ Shirt Size: _____

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DIRECTOR RANKINGS

(Position descriptions are listed on pages 3 & 4)

Based on your review of the roles and responsibilities of each of the directors listed on pages 3 and 4 of this application, please rank the following from 1 to 6 according to your preference (1=most desired; 6=least desired):

_____ Director of Education & Advocacy
_____ Director of Service Projects
_____ Director of Marketing

_____ Director of Recruitment
_____ Director of External Relations
_____ Director of Service Days

COMMITMENTS

Please list any and all of your commitments for 2017-2018.

ESSAY QUESTIONS

Please respond briefly to both of the following questions, and attach it to your application:

1. Why are you interested in becoming a Helping Hands Service Ambassador? (limit 300 words)
2. What previous community service involvement have you had? (limit 300 words)

By signing this, I confirm that all the information I have provided is accurate. Additionally, I understand that I will be **expected to attend all bi-weekly Board of Directors meetings and General meetings on Wednesdays at 4:00 pm**, and abide by all the guidelines set forth by Volunteer Services and the HHSA.

Signature: _____

Date: _____

Applications are due by 5:00 pm on Wednesday, October 11, 2017 to the Center for Student Development.

Board of Directors Requirements and Position Descriptions:

The Board of Directors of Helping Hands Student Ambassadors shall consist of a Director of Education and Advocacy, a Director of External Relations, a Directors of Marketing, a Director of Recruitment, a Director of Service Projects, a Director of Service Days, and the Volunteer Services Coordinator as the Advisor.

- A: All directors must be enrolled at Texas Woman's University (Denton Campus) for the semester/year they serve.
- B: All directors must maintain a minimum 2.5 cumulative GPA each semester of their term*
- C: All directors must be able to attend bi-weekly Board of Director meetings and general meetings on Wednesdays at 4:00 pm, as well as hold 1 weekly office hour in the Center for Student Development.
- D: All directors must actively participate in HHSA service initiatives

*If a Director GPA falls below 2.5, a meeting will be held with the Advisor to determine status.

Meetings:

- A: All directors shall attend monthly Helping Hands Committee meetings as needed.
- B: The Directors shall meet bi-weekly on Wednesdays at 4:00 pm, apart from the Helping Hands Committees to review and plan activities, agendas, correspondence, and other matters of concern.
- C: Directors can call special committee meetings when necessary with the approval of the Advisor.

General Duties:

All Directors will have the following responsibilities:

- A: Perform a minimum of two office hours per week.
- B: Attend a leadership training retreat prior to the start of classes each semester.
- C: Attend all Helping Hands Student Ambassador sponsored events.
- D: Understand and be fully aware of the Helping Hands Student Ambassador Constitution and By-laws.
- E: Represent the best interests of the students and the organization, TWU Volunteer Services and the Center for Student Development at all times.
- F: Assist with promotion of service-learning and civic engagement through participation in at least 2 First Time in College Orientation sessions, Pioneer Camp, and Volunteer Services departmental initiatives (including the TWU Alternative Breaks Program, the Volunteer Fair, Service related conferences, etc.)
- G: Oversee a Helping Hands Committee
- H: Attend bi-weekly Directors meetings with HHSA Advisor, the Volunteer Services Coordinator
- I: Serve as a site leader and driver for HH projects

Director of Education & Advocacy:

- A: Be aware of current events and service needs of the community.
- B: Be responsible for coordinating all educational programming initiatives under the guidance of the Advisor including:
 - 1. Facilitating at least one (1) educational initiative per semester in conjunction with the Volunteer Services Lunch & Learn Workshop series
 - 2. Implementing at least one (1) philanthropy initiative per semester
 - 3. Coordinating passive programming to support educational and philanthropic initiatives each semester
 - 4. Developing monthly workshops for HH general meeting
- C: Will guide and oversee, as chair, the Education and Advocacy committee

Director of External Relations:

- A: Be responsible for fostering community and agency relations.
- B: Be responsible for maintaining and improving relationships within the institution and the broader Denton community.
- C: Conduct needs assessment for TWU community and community agencies under the supervision of the Advisor.
- D: Will guide and oversee, as chair, the External Relations committee.

Director of Marketing:

- A: Be responsible for coordinating marketing and recruitment efforts for HHSa.
- B: Lead marketing efforts to increase visibility and awareness of HHSa.
- C: Will maintain HHSa web space and social networking sites.
- D: Will guide and oversee, as chair, the Marketing committee.

Director of Recruitment:

- A: Be responsible for coordinating marketing and recruitment efforts for HHSa.
- B: Lead recruitment efforts for HHSa to get volunteers for general membership, projects, and potential candidates for the Board of Directors team.
- C: Will maintain and monitor the TWU HHSa email account.
- D: Will update announcements on blackboard and volunteer listserv.
- E: Will guide and oversee, as chair, the Recruitment committee.

Duties of the Director of Service Projects:

- A: Be responsible for coordinating regular and special service projects including, but not limited to:
 - 1. Creating and submitting monthly calendars on the last day of the preceding month
 - 2. Securing drivers and site leaders for projects
 - 3. Completing and submitting proper paperwork for service trips to Advisor
 - 4. Creating site leader packets and/or presiding over site leader training sessions.
 - 5. Submitting any marketing requests to the Director of Marketing and/or the Director of Recruitment
- B: Will set up online sign-up process
- C: Be responsible for coordinating at least 3 service projects per week
- D: Will maintain blackboard database – hours section.
- E: Will guide and oversee, as co-chair, the Service Projects committee

Duties of the Director of Service Days:

- A: Be responsible for coordinating regular and special service projects including, but not limited to:
 - 1. Creating and submitting monthly calendars on the last day of the preceding month
 - 2. Securing drivers and site leaders for projects
 - 3. Completing and submitting proper paperwork for service trips to Advisor
 - 4. Creating site leader packets and/or presiding over site leader training sessions.
 - 5. Submitting any marketing requests to the Director of Marketing and/or the Director of Recruitment
- B: Will set up online sign-up process
- C: Be responsible for coordinating special service days: Spring into Service, Make a Difference Day, etc.
- D: Will maintain blackboard database – hours section.
- E: Will guide and oversee, as co-chair, the Service Projects committee