

APPLICATION for FEED U DIRECTOR POSITIONS 2017-2018

Position you are applying for: (check ALL positions for which you want to be considered--position descriptions are attached)

	Co-Director of Marketing
	Co-Director of Volunteer Recruitment & Management
	Co-Director of Development & Community Outreach

Name			
Address			
Cell Phone		Alternate Phone	
Student ID #		Major	
Email		Cumulative GPA	

Status: • Freshman • Sophomore • Junior • Senior

1. Please attach a resume that includes the following:
 - Leadership experiences at the University.
 - Community service.
 - Related employment.
 - Honors, awards, and achievements.
 - Other information you feel will be useful to the Selection Committee.

2. Please attach a cover letter that explains:
 - Your reasons for applying.
 - Goals you want to achieve through/for Feed U
 - What you offer Feed U by your participation.
 - What you see Feed U accomplishing this coming year and in the future.
 - What your obtained and/or anticipated time commitments are for the 2017-18 academic year.

3. **Applicant must be available for a transition retreat on Tuesday, May 9th.**

4. Applicants must come to the interview with a prepared presentation in a format of your choosing. Please come prepared to share your vision, goals, and how you plan to carry them out. You will be limited to 5 minutes for your presentation. Please plan accordingly.

5. Applications must be submitted to Renee Bay, Union Administration **no later than 5:00 p.m. on Friday April 7th, 2017. Late applications will not be accepted.** Questions regarding the application can be directed to feedufoodpantry@gmail.com.

6. Interviews will be conducted the week of **April 10th-13th**. Notifications will be made no later than Friday, April 14th.

On returning this signed application, you grant permission to the Union Board to verify that you are an enrolled undergraduate student, making satisfactory academic progress toward a degree. With your signature of acceptance, the University Student Records Office may be contacted each semester to verify your enrollment and academic performance.

Signature of Applicant

Date

University of Utah
Feed U Board of Student Directors
Student Member Position Description
General Expectations

Expectations:

Feed U Board of Student Directors members are expected to be role models and leaders on the University of Utah campus. Each member should conduct themselves in a professional manner and treat others with respect. All board members are expected to support Feed U events by attending as many as possible. If unable to attend, directors are expected to notify the Executive Director (in writing) two weeks prior to the event in question.

Duties & Responsibilities:

1. By Week:
 - a. Attend the full Feed U Board meeting every week. Meeting time to be determined.
2. By Month:
 - a. Submit progress report and record of hours worked to the Executive Director.
3. By Semester:
 - a. Attend special meetings at the end of the semester to debrief the work and progress that was completed.
 - b. Meet with the Executive Director and Adviser to review performance and budget.
4. General Duties
 - a. Actively participate in furthering the mission and expansion of Feed U and its services.
 - b. Actively recruit committee members and adjust committee structure accordingly throughout the year.
 - c. Maintain a transition book containing details about achievements and progress made toward goals and portfolio of accomplishments, including a participant evaluation. Transition book must also include contact information of committee members and other useful contacts, along with budget.
 - d. Maintain weekly minimum of one pantry hour.
 - e. Maintain a set budget the entire year, consulting monthly with the Executive Director, Adviser, and Union accountants.
 - f. Propose recommendations for line item budgets for your respective boards to the Executive UPC Committee.
 - g. Attend and actively participate in fall and spring training retreats as well as summer risk management training sessions.
 - h. Attend applicable staff meetings as assigned by the Executive Director.
 - i. Participate in Feed U tabling events to promote and recruit Feed U and its programs as directed by the Feed U Marketing Director and Executive Director.
 - j. Maintain and communicate updated calendar of events with advisers, Executive Director, and other Student Directors.

University of Utah
Feed U Board of Student Directors
Student Member Position Description
Director of Marketing

Refer to page 2 for general Director responsibilities and expectations.

Specific Responsibilities:

1. Coordinate design and production of marketing material for all activities of Feed U.
2. Report on the status of the Feed U Marketing committee, and the marketing approach, at every Feed U Board of Student Directors meeting.
3. Meet with the Executive Director At least one month before a scheduled event to create and share marketing plans.
4. Propose to the Feed U Board of Student Directors recommendations about marketing materials, techniques, and software, along with a budget request.
5. Maintain updating the Feed U website and social media accounts (i.e. events, photos, calendar, etc.).
6. Make sure all Feed U marketing, memorabilia, merchandise, flyers, posters, shirts, etc. promote Feed U branding.
7. Conduct weekly meetings with Marketing Committee members to coordinate all projects.
8. Coordinate displays and promotional materials for volunteer recruitment and new student orientation activities (including but not limited to: Preview Day, Orientation, Wellness Fair, Plaza Fest, Recruitment Activities, First Week Panic Free, USA BLOC Party).
9. Organize an event calendar and specify distribution and printing dates for each Feed U event.
10. Organize and lead a graphic design team.
11. Organize Distribution of marketing material for each Feed U event.
12. Coordinate and maintain cross promotional affiliation with student groups and university offices as determined by Executive Director.
13. Coordinate with Co-Directors of Volunteer Recruitment & Management to create and maintain a positive presence within the University of Utah community.

Feed U Board of Student Directors

Student Member Position Description

Director of Volunteer Recruitment & Management

Refer to page 2 for general Director responsibilities and expectations.

Specific Responsibilities:

1. Act as representative of Feed U in matters relating to the Bennion Center's Student Directed Programs.
2. Maintain an open line of communication to all program volunteers. Communicate pertinent information early and often. Make yourself available to volunteers so they can easily let you know of anticipated absences, ask questions about volunteering, etc.
3. Spearhead recruitment efforts at student events (i.e during new student orientations).
4. Find new, innovative ways to create University and community support through programming.
5. Coordinate with Co-Directors of Marketing to create and maintain a positive presence within the University of Utah community.

Feed U Board of Student Directors

Student Member Position Description

Director of Development & Community Outreach

Refer to page 2 for general Director responsibilities and expectations.

Specific Responsibilities:

1. Develop a plan to obtain sponsorship monies and in-kind donations for Feed U.
2. Report on the status of Development at every Feed U Student Director Board meeting.
3. Meet with Directors of Marketing to create and share development plans including updates for the website.
4. Meet with Executive Director and Union Development Director and advisers to collaborate on development tasks.
5. Work with the Director of Development for the Union to process all fiscal and in-kind donations to Feed U.
6. Meet with the Executive Director, and any/all necessary Union Administration, in regards to the management of fundraising and donations.
7. Assist Executive Director in gaining co-sponsorships from campus departments (Including, but not limited to ASUU, Center for Student Wellness, Dining Services, University Campus Store, Women's Resource Center, Department of Nutrition and Integrative Physiology, College of Social Work).