

CAL UPHC

2018-2019 EXECUTIVE BOARD APPLICATION APPLICATION PACKET

INTRODUCTION

The Executive Board works together as a team to unite students' efforts and interests in various aspects of public health. EB consists of the following leadership positions:

- *President*
- *External Vice President*
- *Internal Vice President*
- *Secretary*
- *Treasurer*
- *Public Relations Officer*
- *Development Officer*
- *Community Health Chair*
- *Environmental Health Chair*
- *Health Policy and Advocacy Chair*
- *International Health Chair*
- *Mentorship Programs Chair*

Please consult pages 5-8 of the Application Packet for detailed descriptions of each position, as well as expectations for all board members.

RESPONSIBILITIES

In addition to the duties listed in the following application, all EB members must commit to the following responsibilities during the entire 2018-2019 academic year:

1. **Teamwork** – Work effectively with other EB members to set and accomplish goals for the Coalition (and committees, for chairs.)
2. **Commitment** – As a leader of the Coalition, you must make a commitment to acting on the mission of the club (and committees, for chairs.) You must help plan and attend all Coalition events and meetings.
3. **Communication** – Maintain clear and frequent communication with the Co-Presidents and other members of EB.
4. **Dedication** – Dedicate the time, effort, and energy that it takes to successfully fulfill the needs of EB (and your committee, for chairs.)
5. **Leadership** – Lead the club into action. Lead by example.
6. **Enthusiasm** – Enthusiasm does not mean you have to be the most outgoing person; it requires you to express a positive attitude that can inspire other Coalition members to share in your passion for your work.

BENEFITS

- ***Make a R.E.A.L. difference*** in our local and global communities through Research, Education, Action, and Leadership.
- ***Develop your passion*** within public health.
- ***Make valuable connections*** with important Cal faculty, graduate students, and public health professionals in the Bay Area through networking.
- ***Make lifelong friends*** with EB members and Coalition members—making memories and supplementing your academic experience at Cal.
- ***Gain leadership and professional skills*** for success in your future careers and life by developing public speaking, publicity, communication, research, teamwork, and program planning skills.
- ***Receive financial support*** to carry out service projects that transform your dreams into realities.
- ***Learn while having fun.***

APPLICATION PROCESS

Should I apply?

Before applying, you should ask yourself the following questions:

- Am I willing and able to make Cal UPHC a top priority?
- Do I have enough time in my academic and extracurricular schedule to accommodate the current commitments and future growth of this opportunity through the entire 2018-2019 school year? Can I complete all of my responsibilities on time without frequent reminders?
- Do I work well in teams? Do I take the initiative to complete team tasks when I see a need or do I wait for someone else to do it?
- Am I motivated to work on EB for the right reasons?
- Will I be able to attend every club meeting and board meeting with the exception of critical events (i.e., family emergencies)?
- Will I always support other students and ask for support when I need it?

Application Requirements

1. Written application:
 - a. Please submit with application and résumé via e-mail to the Cal UPHC e-mail (caluphc.publichealth@gmail.com) no later than 11:59PM on Sunday, April 22.
 - b. Please use ***Executive Board Application: FirstName LastName*** as the subject of your e-mail, and include your application and résumé as attachments.
 - c. Please title your application ***Position(s): FirstName LastName***.
 - d. If attached separately, please title your résumé ***Resume: FirstName LastName***.
2. Individual interviews: We will contact you with further information about scheduling your interview, so please keep an eye out for an e-mail. Interviews will be a maximum of 30 minutes and start either on the hour or half hour (no Berkeley time).

CAL UPHC

2018-2019 EXECUTIVE BOARD APPLICATION

WRITTEN APPLICATION

1. GENERAL INFORMATION

Desired Executive Board Position(s)	
Name	
Phone Number	
E-mail Address	
Major(s)/Minor(s)	
Year	

2. RESUME

Please include your résumé with this application or attach in a separate file.

3. STATEMENT OF PURPOSE

Directions:

(A) Please answer the following questions in *no more than 1 page*.

- 1) Why do you want to serve as the position for which you are applying/work on the Cal UPHC Executive Board?
- 2) List your ideas (goals/projects/events) you have for Cal UPHC for the relevant position(s) next year.
 - a. For Committee Chairs: Each committee must host a large-scale event that educates and involves the public on a public health issue under your area. What large events do you propose to host? Please describe using at least 2-3 sentences.
- 3) What involvement have you had in Cal UPHC this past year or years prior?
- 4) Please list any relevant skills and experience that you can contribute to Cal UPHC and the Executive Board.
- 5) Please list all other commitments that you foresee for next year (with approximate hours per week). How does Cal UPHC rank and fit into your existing commitments?
- 6) Is there anything that the selection committee should know that would compromise your ability to serve fully and effectively on the executive board next year?

CAL UPHC

2018-2019 EXECUTIVE BOARD APPLICATION

EXECUTIVE BOARD POSITIONS

Section 1: President

The President of Cal UPHC shall:

1. Be the presiding officer at all meetings.
2. Call all regular meetings.
3. Be aware of what other members and committees are doing. To that end, the President shall schedule one-on-one meetings with each member as needed.
4. Be an ex-officio member of all standing and special committees.
5. Be empowered to organize and appoint chairpersons to all special committees in order to carry out the student body functions. All presidential appointments shall be ratified by a two-thirds vote of the members in a meeting with quorum.
6. Mediate between officers and/or members in case of disputes.
7. Serve as the primary representative of Cal UPHC to the School of Public Health at the University of California, Berkeley.
8. Be a signatory of Cal UPHC.

Section 2: Internal Vice President

The Internal Vice President of Cal UPHC shall:

1. Serve as the secondary representative of Cal UPHC in the event that the President will not be able to fulfill his/her duties as representative.
2. Assume the duties and functions of the President with the EVP upon absence of the President.
3. Be a signatory of Cal UPHC.
4. Provide support to each committee chair in the planning and running of events, as well as in meeting committee requirements.
5. Maintain a file for all committee reports.
6. Coordinate planning an executive board retreat at the beginning of each semester.
7. Coordinate the application process (e.g., written application and interviews) for selecting Executive Board members for the following year.

Section 3: External Vice President

The External Vice President of Cal UPHC shall:

1. Serve as the secondary representative of Cal UPHC in the event that the President will not be able to fulfill his/her duties as representative.
2. Assume the duties and functions of the President with the IVP upon absence of the President.
3. Be a signatory of Cal UPHC.
4. Coordinate any partnerships and liasons, including those with other student

organizations on campus as well as groups from the School of Public Health. These may include PHAA, PHSC and DICE, among others.

5. Help to organize at least one coalition-wide service activity per semester. Get the general coalition involved in organized activities on campus and in the local community.
6. Contact and confirm speakers from outside organizations to speak at club functions when there are opportunities to do so.
7. Provide support to the Mentorship Programming Chair in establishing programs for the Berkeley student community.
8. If the website falls into disrepair for any reason, organize the creation of a new site that will serve the needs of the coalition.

Section 4: Secretary

The Secretary shall:

1. Assume the functions and duties of the President in the case of the absence of the President and the Vice Presidents.
2. Be official custodian of Cal UPHC and records, including keeping minutes at meetings and an up-to-date attendance chart of all Cal UPHC members.
3. Handle all correspondence for Cal UPHC, responding to any organization, member or potential member queries on Facebook and email in a timely fashion (with the support of other Executive Board members as necessary).
4. Initiate or encourage Committee Chairs and other Executive Board members to pursue opportunities received by Cal UPHC as relevant.
5. Compile Opportunity Watch and collaborate closely with Committee Chairs and the rest of the Executive Board in creating comprehensive Mailchimp newsletters and event reminders.
6. Publish Member Spotlights and Event Highlights to the website.
7. Be a signatory and agent of Cal UPHC.

Section 5: Treasurer

The Treasurer shall:

1. Be responsible for all financial matters of Cal UPHC.
2. Be responsible for maintaining the group's budget and working with Committee chairs and the rest of the Executive Board to ensure that we are on track with spending.
3. Be responsible for collecting receipts and completing the ASUC reimbursement process.
4. Be responsible for collecting member dues.
5. Make financial statements available to the general membership of Cal UPHC once a month.
6. Be a signatory and agent of Cal UPHC.

Section 6: Committee Chairs

There shall be four standing committees

1. The International Health Committee Chair shall:
 - a. Organize and publicize at least one major International Health related event each semester.
 - b. Research and disseminate any information regarding International Health related lectures, conferences, seminars, internships, events, or opportunities.
 - c. Facilitate networking between members interested in International Health as well as any International Health Related organizations on or off campus.
 - d. Host weekly meetings with the International Health Committee and present weekly

- reports to the executive board regarding its activities.
 - e. Set the mission for the committee in the beginning of the year.
- 2. The Community Health Chair shall:
 - a. Organize and publicize at least one major Community Health related event each semester
 - b. Research and disseminate any information regarding Community Health related lectures, conferences, seminars, internships, events or opportunities
 - c. Facilitate networking between members interested in Community Health as well as any Community Health Related organizations on or off campus
 - d. Host weekly meetings with the Community Health Committee and present weekly reports to the executive board regarding its activities.
 - e. Set the mission for the committee in the beginning of the year.
- 3. The Health Policy and Advocacy Chair shall:
 - a. Organize and publicize at least one major Health Policy and Advocacy related event each semester
 - b. Research and disseminate any information regarding Health Policy and Advocacy related lectures, conferences, seminars, internships, events or opportunities
 - c. Facilitate networking between members interested in Health Policy and Advocacy as well as any Health Policy and Advocacy related organizations on or off campus
 - d. Host weekly meetings with the Health Policy and Advocacy Committee and present weekly reports to the executive board regarding its activities.
 - e. Set the mission for the committee in the beginning of the year.
- 4. The Environmental Health Chair shall:
 - a. Organize and publicize at least one major Environmental Health related event each semester
 - b. Research and disseminate any information regarding Environmental Health related lectures, conferences, seminars, internships, events or opportunities
 - c. Facilitate networking between members interested in Environmental Health as well as any Environmental Health related organizations on or off campus
 - d. Host weekly meetings with the Environmental Health Committee and present weekly reports to the executive board regarding its activities.
 - e. Set the mission for the committee in the beginning of the year.

Section 7: Public Relations Officer

The Public Relations Officer shall:

1. Be responsible for the advertisement of all general membership meetings. This includes: designing flyers and updating the Cal UPHC website.
 - a. Updating the Cal UPHC website includes posting new events, projects, and publications in addition to responding to requests made by other executive board members within two weeks of the request. If the website falls into disrepair for some reason, the External Vice President shall create a new site that will serve the needs of the coalition.
2. Collaborate with Committee Chairs in the publicizing of their events.
3. Create Facebook events to advertise coalition events and projects, and make pamphlets and other necessary written materials for the events themselves.
4. Be responsible for documenting each general meeting event and project through writing a description and taking photographs.

5. Assemble descriptions and photographs of all committee events and projects with the Secretary.

Section 8: Development Officer

The Development Officer shall:

1. Be responsible for organizing all fundraising activities of Cal UPHC, dependent on budget.
2. Be in charge of and execute grant writing for Cal UPHC.
3. Be responsible for seeking out and following through with additional opportunities to help fund general coalition-wide events and to support committee-initiated events.
 - a. This can include establishing sponsorships or partnerships with appropriate outside organizations.
4. Be responsible for working to establish and maintain Alumni Relations.

Section 9: Mentorship Programs Chair

1. Serve as the undergraduate leader of the UC Berkeley Public Health Mentorship Program. This involves working together with any graduate student and alumni leaders to organize: program policies and logistics, recruitment of graduate student and alumni mentors, publicity of the program to undergraduate public health students, any socials or check-ins, the matching process, and other duties to ensure that the program runs smoothly.
2. Serve as the undergraduate leader of the UPHRO program.
3. Host weekly meetings with the Research Mentorship Committee, and regularly update the executive board and coalition on its activities.
4. Once the programs have been successfully established, consider new initiatives that connect students with resources that will assist with professional development, academics and research. These include compilation of resources, networking and research training opportunities.
5. Research and disseminate any information regarding public health research-related lectures, conferences, seminars, internships, events or opportunities.

Section 10: In addition to completing specific officer duties, each executive board member shall:

1. Attend executive board meetings once a week.
2. Attend and help to organize general meetings and other coalition events.
3. Help distribute the necessary publicity materials for all Cal UPHC related events.
4. Assist in recruitment and publicity activities at the beginning of each semester. This includes participating in Calapalooza tabling and flyering, as well as attending information sessions.
5. Serve as an equal team member by participating in meetings, supporting fellow executive members, and taking the initiative to help complete team tasks.
6. Notify the executive board if situations arise which will not permit you to fulfill the duties of your office.
7. Serve as active members of Cal UPHC.
8. Serve as leaders for the coalition through their words and actions.
9. Complete all duties in a timely and satisfactory manner.