**2015 / 16 LEADERSHIP APPLICATION**

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| QUESTIONS: Feel free to attach a separate sheet of paper with written answers. |
| Building membership is a very important aspect of advocacy in our club. How do you plan on recruiting more members in your term? |
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| What activities have you participated in this year with our club? In what other ways have you proven your commitment in this past year? |
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| What new ideas will you bring to the club to make it a better group? |
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| What changes would you have made in the projects conducted this past year? Was there a topic you would have liked to learn more or less about? |
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| What prior leadership experiences have you had and why do you want to gain a higher office in our club?  |
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| Name of applicant: |
| Desired office position (choose one): Vice President Secretary Historian Class Representative |

**Leadership Structure & Responsibilities**

Thank you for your interest in UNICEF and the world’s children. UNICEF has helped save morechildren’s lives than any other humanitarian organization for one simple reason: We relentlesslyfight for the survival and development of children. And we are the best equipped to tackle anyissue that threatens child survival — including malaria, pneumonia, malnutrition and HIV/AIDS.Every year, more than 6.9 million kids, mainly in developing countries, die from preventablediseases before their fifth birthday. With your help, we can reduce this number to ZERO.

We hope you will help us accomplish this mission by joining the ranks of students and supporters around the country who are educating, advocating and fundraising on behalf of UNICEF. As a UNICEF High School Club leader, you will have the opportunity to work in your community for our common and urgent goals. This is a big responsibility, but very rewarding. Please review our position roles below to get a better idea of what you will be expected to complete in the following year:

* **President**: Is the presiding officer of the club, and plans for meetings and events. The president works with the advisor, the program manager of the UNICEF High School Club and other club officers to accomplish the goals of the UHSC. The president will lead all meetings and activities conducted within the club. Maintains contact with the members by email.
* **Vice President**: Assists the president in his or her duties and presides over the club in the absence of the president. Also is responsible for formatting and printing the agendas for each meeting. Also responsible for initiating the Remind 101 communication.
* **Secretary**: takes meeting minutes; maintains correspondence & attendance records; responsible for all sign-up sheets. When necessary, the secretary doubles as the treasurer and records all financial transactions; gives status report at class meetings; collects/deposits fundraising money earned and allocates it to the advisor.
* **Historian**: writes a narrative of activities and events; maintains a collection of documents & memorabilia; works to publicize the club through the means of the announcements, videos, posters; the historian is also responsible for taking pictures at all the events and coordinates with the Vice President to get the agenda on the club website.
* **Class Representatives**: Serve as the primary voice for their respective class. Class representatives work with other officers to make sure the interests of each grade level are being met; are required to introduce the club to individuals within their grade and build membership; continue to increase the quality and professionalism of UNICEF High School Club activities and the effectiveness of the movement.