

P2B Leadership Application

Please complete this application for consideration for a position with the P²B Leadership Team. Applications are due by February 3, 2016. Please email your application to Alyssa Napolitano at Alyssa.Napolitano@sunyit.edu or drop it off with a member of the Campus Life staff.

APPLICANT INFORMATION

Name			
School E-Mail Address			
Cell Phone Number			
Graduation Year		Cumulative GPA	
Living Status	<input type="checkbox"/> Residential <input type="checkbox"/> Off-Campus <i>If off-campus, do you have reliable transportation for after-hours events that may last past 10 PM?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		

P²B SPECIFIC INFORMATION

What position are you interested in?	<input type="checkbox"/> Events Coordinator	<input type="checkbox"/> Marketing Coordinator	<input type="checkbox"/> Both
Are you committed to attending weekly P²B meetings (day & time to be determined)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

SHORT-ANSWER QUESTIONS

Please answer these questions to demonstrate your aptitude for the desired position(s) and a role on the P²B Leadership Team.

Please describe your weekly obligations. <i>(This includes classes, work-study, off-campus employment, athletics, additional campus leadership positions, off-campus leadership or volunteer positions, etc.)</i>	
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What is your definition of a leader?	
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Why do you want to be a member of the P2B Leadership team? How did you hear about us?	
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What strengths will you bring to the P2B leadership team?

Describe your opportunities for growth, and how you believe a Leadership role in P2B may help your address them.

Please describe any previous experiences that you think will serve you well as a P2B Leadership Team member.

If you could plan and develop an event for the SUNY Polytechnic Institute community with an unlimited budget and unlimited resources, what would it be? How would you carry out the tasks?

Guiding Principles

Article I

Name & Purpose

Section 1. Name

The name of this group shall be the Poly Promotions Board, herein referred to as “P²B.” P²B is an affiliate of the Office of Student Activities at the State University of New York Polytechnic Institute (Utica Site), herein referred to as “SUNY Poly (Utica).”

Section 2. Purpose

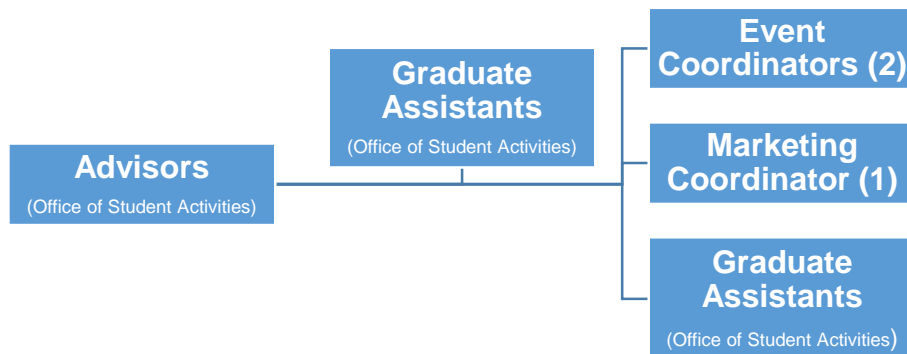
The Poly Promotions Board (P²B) is an extension of the staff for the Office of Student Activities. P²B assists in the planning, development, and execution of social, educational, and service-based events that pique the interest of the general student body at SUNY Polytechnic Institute (Utica), as funded by the Office of Student Activities and the President’s Programming Initiative. P²B is an additional leadership development opportunity for students interested in getting involved in the planning and implementation of events on campus, as well as with affiliates of the Office of Student Activities.

Article II

Leadership & Membership Eligibility & Leadership Team Roles

Section 1. Structure of P²B

The following is the structure of P²B.



Section 2. Leadership Team Eligibility

All SUNY Poly (Utica) students who are at least part-time and hold at least a 3.0 cumulative GPA are eligible to apply for a Leadership Team position within P²B. Leadership Members cannot hold a stipended position in the Student Association (SA) at the time of hire and duration of employment with P²B.

Section 3. Leadership Team Positions

The Leadership Team is comprised on 2 Event Coordinators, 1 Marketing Coordinator, 2 Graduate Assistants, and 2 Advisors from the Office of Student Activities.

Section 4. Leadership Team Duties & Expectations

Section 4ab. Event Coordinator

- Coordinate and maintain all logistical information for assigned event; this includes, but is not limited to:
 - Completing the Events Support Request (ESR) & Catering Request forms
 - Coordinating all pre-event logistics

- Working hand-in-hand with the Office of Campus & Corporate Events on all assigned events and programs
- Securing contracts for speakers, artists, and other guests and sharing contract information with P²B Advisors and the Leadership Team
- Coordinating all day-of event logistics, including the vendors/guests/artists, Leadership Team, & volunteers
- Plan and coordinate the P²B/President's Programming Initiative calendar for the following semester
- Host 1 transitional training for incoming Leadership Team Member at the end of either the fall or spring semester
- Work with the other Event Coordinator to create a training manual for the incoming Leadership Team Member
- Participate in all mandated leadership and required federal and/or institutional trainings

Section 4ac. Marketing Coordinator

- Develop and implement a sustainable, non-traditional advertising strategy that is unique to P²B
- Create visual advertisements that are pleasing to the eye for all Student Activities & P²B-sponsored events using the appropriate media from the following list:
 - Electronic Message System
 - Community Mailer/Announcements Blog
 - Table Tents/Napkin Dispenser Inserts
 - Flyers
- Manage all Student Activities social media accounts, including, but not limited to:
 - Hootsuite
 - Facebook
 - Twitter
 - Instagram
- Create multiple social media campaigns in an effort to gain & engage followers
- Manage a weekly email campaign via MailChimp
- Host 1 transitional training for incoming Leadership Team Member at the end of either the fall or spring semester
- Create a training manual for the incoming Leadership Team Member
- Participate in all mandated leadership and required federal and/or institutional trainings

Section 4ad. Graduate Assistant

- Coordinate all assessment efforts at assigned events; this includes:
 - Ensuring that the Event Sign-In is completed by all attendees prior to the start of the program
 - Editing assessment cards to reflect the correct event information and sending to the Print Shop; picking up the cards prior to the event start
 - Passing out 1 post-event assessment card & golf pencil/person at each event
 - Collecting post-event assessment cards & pencils when attendees have completed the survey
 - Inputting all assessment data from the Event Sign-In sheets and the post-event assessment cards in an Excel spreadsheet and sharing with the Advisors
- Work with the other Graduate Assistant to create a training manual for the incoming Graduate Assistant
- Participate in all mandated leadership and required federal and/or institutional trainings

Section 4ae. Advisors

The Advisor(s) to P²B are staff members of the Office of Student Activities. The Advisors serve in a treasurer capacity and have ultimate control over the finances of P²B.

Section 4b. Leadership Team Attendance Expectations

All Leadership Team Members are required to attend weekly P2B Meetings. Event Coordinators and Graduate Assistants must attend 100% of assigned events and 50% of unassigned events. Marketing Coordinators must attend 75% of all events.

Section 5. General Membership Eligibility & Role

All SUNY Poly (Utica) students who are at least part-time registration status may wish to hold a P²B Member position; this is a non-voting position whose main purposes are to support the functions and ideas of the P²B and to serve as a volunteer.

Section 6. Discrimination Policy

Membership in P²B, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation. Membership must be accessible to all students with a sincere interest in the group.

Section 7. Resignation

Should a Leadership Team Member wish to resign, they must provide a written statement to the P²B Advisors at least 2 weeks in advance of their anticipated last day of work for P²B. Resignation from a Leadership Team position nullifies the stipend for the semester.

Article III

Evaluations, Compensation, and Disciplinary Actions of Leadership Team Members

Section 1. Evaluations

All Leadership Team Members will receive an evaluation at the end of the fall and spring semesters. The evaluation serves as a review of the Team Member's contributions to P²B during the past semester, and to ensure that the Team Member is meeting all duties and expectations set forth by the P²B contract, the P²B Guiding Principles, the mission of P²B and the Office of Student Activities, and all SUNY Polytechnic Institute policies and procedures outlined in the Student Handbook.

Section 2. Compensation

The Events Coordinators and the Marketing Coordinator will receive \$200 per semester for their work with P²B. The stipend is dependent on a satisfactory evaluation.

Section 3. Disciplinary Action

If a Leadership Team Member is found to not be meeting duties and/or expectations as required by the P²B contract, disciplinary action may be taken. This can include additional or restorative work, a reduction in stipend, or termination from the Leadership Position. Disciplinary action will be determined by the P²B Advisors.

Article IV

Financial Support

Section 1. Finances

Financial support of all P2B events will come from the President's Programming Initiative fund.

Article V

Campus Collaboration & Partnership

Section 1. Eligibility

Any college recognized group, organization, club, or department may wish to collaborate with the P2B and Office of Student Activities on events that are open to the entire campus community.

Section 2. Grant Proposal

In order to be considered for grant monies, any college recognized group, organization, club, or department must submit a Grant Proposal, located on the Student Activities webpage at

www.sunypoly.edu/student_activities and “Forms.” The Grant Proposal must be submitted by the date set forth by the President’s Programming Working Group in order to be reviewed and have monies allocated in a timely manner.

Section 3. Grant Monies

Any college recognized group, organization, club, or department may request up to \$500 for the semester.

Section 4. Grant Approval

Grant Proposals will be approved in a meeting with the President’s Programming Committee Working Group at the beginning of the semester. Grant Proposals will be reviewed in the order of which they were received. Monies of up to \$500 per proposal may be requested and allocated. Proposals will be reviewed until no monies are left. Not all Proposals may be approved for PPI monies.