

**Application for the Penn Consortium of Undergraduate Women
2013-2014**

Steps for applying:

1. Carefully read the position descriptions on pages 3-4 of this application.
2. Email PCUW Chair Adrienne Edwards (aedwar@sas.upenn.edu) to indicate your position(s) of interest.
3. **If possible**, we encourage you to set up an informal interview with members from the current board before you submit your application.
4. Email your application by **Wednesday March 20th** (preferably ASAP) to aedwar@sas.upenn.edu.
5. Elections will take place on **Wednesday March 27th at 7pm**. All applicants must attend and give a 3-minute speech for desired position(s). Please contact Adrienne Edwards if there are conflicts.

Name:

Email:

Phone:

Major:

Class:

PCUW Steering positions (detailed descriptions on pg. 3-4):

Chair

Vice Chair of Fundraising

Vice Chair of University and Community Relations

Programming Chair(s)

Publicity Chair

Communications Chair

Please fill out the following:

1. What position(s) or type of position are you interested in? Rank your preferences.
2. Why are you interested in joining PCUW? How did you hear about PCUW?
3. What skills and/or experience do you bring to the PCUW position?
4. Additional Questions:
 - a. For **programming** – What events would you like to bring to campus?
 - b. For **publicity** – What types of publicity do you think are most effective? Have you been part of any publicity efforts while at Penn?

- c. For **vice-chair of fundraising** and/or **chair**– Have you had any experience raising money or managing a budget? (e.g., through SAC, other organizations, or even personal funds)

 - d. For **vice-chair of university and community relations** and/or **chair**- Have you had any experience working with university administrators (e.g. VPUL), Penn Women’s Center staff, other cultural centers, or other student coalitions (e.g. Lambda Alliance, CHAC)?

 - e. For **all positions**, including those listed above – What topics or issues would you like to see addressed or what events would you like to bring to campus? How would you use PCUW as a platform to bring women’s groups together?
- 5. What would be your goals for your position and the organization at large?

 - 6. What other organizations are or were you involved in? What positions did you hold and how large is the time commitment?

 - 7. What events have you attended that PCUW has hosted or cosponsored?

PCUW Steering Positions

- I. A Chair whose duties shall be to:
 - a. Outline goals for PCUW each semester, in conjunction with the PCUW General Body.
 - b. Coordinate and preside over PCUW Steering and General Body meetings.
 - c. Decide issues that are not conclusively settled by normal voting procedures.
 - d. Assure chairs are performing designated responsibilities.
 - e. Periodically meet with relevant faculty and administrators, including PCUW advisory board members.
 - f. Exercise general supervision over all activities, ensuring that they are in line with PCUW's mission

- II. A Vice Chair of University and Community Relations whose duties shall be to:
 - a. Assume the chair's responsibilities in her absence.
 - b. Act as a liaison between Penn's undergraduate women groups and UA-Steering.
 - c. Attend biannual meetings (usually November and April) as representative to Student Life Committee
 - d. Facilitate communication with minority coalitions (APSC, LC, Lambda, UMOJA, UMC) and other student coalitions (PRISM, CHAC, etc.) to establish collaborations and/or co-sponsorships as well as to execute common policy agendas
 - e. Facilitate communication with University administrative bodies to relay concerns of the constituency and/or to push policy agendas
 - f. Facilitate communication and develop relationships with community organizations that affiliate with PCUW's mission.

- III. A Vice Chair of Fundraising whose duties shall be to:
 - a. Assume the chair's responsibilities in her absence.
 - b. Raise funds for PCUW, particularly for Women's Week and the keynote speaker. This shall include completing funding applications and sending fundraising letters to various Penn departments.
 - c. Ensure the proper collection and appropriation of all revenue and the timely payment of all debts.
 - d. Attend all Intercultural Fund and Tangible Change committee meetings.
 - e. Record all expenditures and keep accounts.

- IV. Two (2) Programming Chairs whose duties shall be to:
 - a. Secure keynote speaker during the fall semester.
 - b. Act as liaison between PCUW and the speaker's agency.
 - c. Plan all logistical details concerning speaker's travel arrangements and accommodations.

- d. Coordinate and facilitate event planning among constituent groups during Women's Week.
 - e. Plan social events and activities for Steering and constituents.
- V. A Publicity Chair whose duties shall be to:
- a. Advertise all PCUW-related events.
 - b. Aid PCUW groups, where needed and requested, with the organization and execution of their activities.
 - c. Compile and distribute an up-to-date list of PCUW events.
 - d. Act as a liaison to campus media sources.
 - e. Ensure that the website is consistently updated.
- VI. A Communications Chair whose duties shall be to:
- a. Keep attendance of groups at PCUW general body meetings.
 - b. Update general body listservs.
 - c. Take, distribute, and file annotated agendas.