

**Application for the Penn Consortium of Undergraduate Women Steering  
Board  
2015-2016**

**Steps for applying:**

1. Carefully read the position descriptions on pages 3-4 of this application.
2. **If possible**, we encourage you to set up an informal interview with one or more members from the current board before you submit your application. The email addresses of current board members can be found on our website [www.pennwomen.org](http://www.pennwomen.org) and you can contact our Co-Chairs at [pcuw.chair@gmail.com](mailto:pcuw.chair@gmail.com). Additionally, we will be holding a 'Meet & Greet' on Friday, April 10 from 1-3pm in the Penn Women's Center.
3. Email your application as a .pdf by **Sunday, April 12 at 11:59pm** to [pcuw.chair@gmail.com](mailto:pcuw.chair@gmail.com).
4. Elections will take place on **Wednesday, April 15 at 7pm**. All applicants must attend and give a 3-minute speech for desired position(s). Please contact us if there are any conflicts.

**Special Election Announcement**

This year PCUW is changing our election cycle from academic to calendar year. This means that the next PCUW election will be held in **December of 2015**. Given these circumstances, the terms determined in this election will be slightly different than those described in our constitution.

Anyone applying to serve on the upcoming 2015-2016 board will be running for **three semesters** and will be up for re-election in **December 2016**. However, anyone elected to the board who wishes to abdicate their position after **one semester** will be given the opportunity to do so in **December 2015**. If you have any questions or concerns, please email us at [pcuw.chair@gmail.com](mailto:pcuw.chair@gmail.com).

**PCUW Steering positions (*detailed descriptions on pages 3-4*):**

Chair(s)\*  
Vice Chair of Finance  
Vice Chair of University and Community Relations  
Programming Chair(s)  
Marketing Chair  
Communications Chair

\*Co-Chairs are allowed; at least one Co-Chair must have served on PCUW steering

**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 **marketing** – 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 finance** 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 co-sponsored?

## PCUW Steering Positions

- I. Chair or Co-Chairs 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. Ensure 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. Propose and coordinate community outreach programming.
  - c. Act as a liaison between Penn's undergraduate women groups and UA-Steering.
  - d. Act as liaison to off campus organization with which PCUW is working.
  - e. 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.
  - f. Facilitate communication with University administrative bodies to relay concerns of the constituency and/or to push policy agendas
  
- III. A Vice Chair of Finance 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. To work the PWC Administrative Assistant on all budget issues.
  - e. Attend all Intercultural Fund and Tangible Change committee meetings.
  - f. Record all expenditures and keep accounts.
  
- IV. 1-2 Programming Chair(s) whose duties shall be to:
  - a. Propose and coordinate programs organized by PCUW.
  - b. Act as liaison to other Penn organizations for collaborative events.
  - c. Facilitate collaborations between PCUW constituents.

- d. Aid PCUW constituents, where needed and requested, with the organization and execution of their activities
- V. A Marketing Chair whose duties shall be to:
- a. Advertise all PCUW-related events.
  - b. Compile and distribute an up-to-date list of PCUW events.
  - c. Act as a liaison to campus media sources.
  - d. Ensure that the PCUW website is consistently updated.
  - e. Maintain PCUW's social media accounts.
  - f. Design publicity materials or, if necessary, coordinate with a designer for publicity materials.
- 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.
  - d. Compile upcoming PCUW-related events and news from constituents and other sources to be distributed in a weekly newsletter.