

Spring 2018 Appointed Positions

There are 18 executive board positions being appointed for the Spring 2018 semester. Please submit a letter of intent to vpmembership@apogamma.org using the guidelines and format written in the email (aka PDF with name and position title in the file name). Late letters will not be accepted.

(2) Sergeant At Arms

Two Sergeant at Arms shall be appointed by the President (Winnie Ho) and the elected EB. The Sergeant at Arms shall:

1. Maintain all ritual materials.
2. Have a working knowledge of all governing documents and parliamentary procedure.
3. Assist with running General Membership Meetings.
4. Prepare, distribute, collect, and count ballots.
5. Regularly check Gamma Chapter's mailbox.
6. Maintain and have access to materials in storage.

Contact: Holly Grace (heg55), Bethany Angeliu (bka29), Victoria Lee-Ngai (vel24), Sarah Gaylord (scg87), Zachary Falk (zrf3), Alice Song (as2855), Veronica Freyvert (vjf22), Amdiel Clement (ac2293)

Include in your letter any reasons you want this position, any qualities or experiences you have that would be useful in this position, and any outside obligations you have for next semester (other organizations, work, classes/ credits, etc.).

(1) Webmaster

The webmaster shall be appointed by the President (Winnie Ho), Vice President of Communication (Meghana Machireddy) and the elected EB. The Webmaster shall:

- Serve as a member of the Communication Committee
- Regularly maintain and update the Gamma Chapter website (apogamma.org) and [service blog](#)
- Correspond with the APOonline administrator on an as needed basis
- Assist officers with any projects related to the Gamma website and APOonline, particularly Service Map (for Spring 2018)
- Renew web hosting as necessary (for all of our sites, including those for our philanthropy events)
- Assist the Communications Committee with Gamma Chapter's online advertising campaigns
- Moderate and assist other officers in utilizing Gamma's social media

Useful skills include: experience with coding, WordPress, web design, etc.

Contact: Anisha Luthra (al834), Julia Yang (jwy37), Cindy Wang (cw653), James Calixto (jc2386), Durga Kullakanda (dsk257)

Include in your letter any qualities or experiences you have that would be useful in this position, and any outside obligations you have for next semester (other organizations, work, classes/credits, etc.). You may want to contact the new VPComm Meghana Machireddy (mm2579) about what she is looking for in this position, since you will be a member of Communications Committee.

(2) Membership Assistants

Three Membership Assistants will be appointed by the Vice President of Membership (Sarah Wang) and the elected EB. They will attend Membership Committee meetings and will each have a different focus as described below.

(1) Leadership Development Membership Assistant

- Attend Membership Committee
- Help the VPM to organize and execute APO LEADS courses, and APO IMPACT webinars
- Organizing structured, small-group activities in which brothers are encouraged to reflect on their goals and values (i.e., "This I Believe")
- Organizing any other large-scale events that you think would be beneficial to the brotherhood (i.e., Brotherhood StorySLAMs, Brotherhood TED Talks etc.)
- Identify talent and passion within the brotherhood and encourage brothers to lead their own constructive, inspiring leadership workshops
- Work with Service Committee and Fellowship Committee to plan and execute events that interconnect leadership, friendship, and/or service
- Help brainstorm ideas for new leadership opportunities, and work on implementing these ideas
- Should be proactive, creative, organized, and passionate about brotherhood culture

Contact: Grace Shi (rs973), Bethany Angeliu (bka29), Will Robinson (wmr44), Sarah Chen (yc982)

Letter should be a max of 3 pages double-spaced, and should include (in addition to anything else you'd like) number of credits taken in the spring term, other extracurriculars, why you want the position, any relevant experience you may have, and most importantly any specific ideas you have for the position. If you are interested in applying, it is highly encouraged that you to contact or meet with the Vice President of Membership (Sarah Wang) to discuss the position!

(1) Administrative and Outreach Membership Assistant

- Attend Membership Committee
- Assist the VPM in data collection regarding brotherhood statistics such as retention rates, pledge class sizes, and brother demographics
- Work with the VPM and Retention Chair in reaching out to inactive brothers and collecting qualitative data
- Brainstorm ways to improve brotherhood culture with the VPM and Retention Chair based on results of data collection
- Assist the Retention Chair in outreach initiatives
- Should be proactive, creative, organized, and generally awesome
- Recommended experience in computer programming

Contact: Kevin Joe (kjj34), Sneha Kabaria (srk97), James Calixto (jc2386)

Letter should be a max of 3 pages double-spaced, and should include (in addition to anything else you'd like) number of credits taken in the spring term, other extracurriculars, why you want the position, any relevant experience you may have, and most importantly any specific ideas you have for the position. If you are interested in applying, it is highly encouraged that you to contact or meet with the Vice President of Membership (Sarah Wang) to discuss the position!

(1) Brotherhood Wellness Service Series Chair

The Brotherhood Wellness Service Series Chair (BWSS Chair) will be appointed by the President (Winnie Ho), Vice President of Service (Ashley Kim), and the elected EB.

The duties of the BWSS Chair will include:

- Attending Service Committee meetings
- Coordinating a series of service project brainstorming sessions focused on different topics that encourage a call-to-action at the end of the sessions
- Contacting representatives from both on-campus student organizations and off-campus service organizations about coming to speak to the brotherhood

- Organizing any other large-scale events and service workshops that you think would be beneficial to the brotherhood (i.e., IDP workshops, family causes, etc.)
- Encouraging service learning through personal research of the different organizations service team works with
- Identifying talent and passion within the brotherhood and encouraging brothers to lead their own constructive, inspiring BWSS events
- Implementing a series of service events designed to promote thoughtful conversation about important issues
- Along with VPS, Off-Campus service assistants, and On-Campus service assistants, will hold rotating office hours for pledge project groups and to facilitate small-group brother-led initiatives

Contact: Meghan Hadley (mah455), Trisha Ray (tr272)

Those who apply for this position should be organized, proactive, and creative, and should demonstrate a commitment to service. In your letter of intent, please explain why you want this position, why you feel like you'd be a good fit to take on this role, and how you intend to use this position to deepen our brotherhood's commitment to service. And, most importantly, please include any ideas for events you'd like to work on next semester!

Note: "BWSS Development Chair position has been changed, and its responsibilities have been distributed to the LDMA and BWSS Chair. If you were interested in applying for the BWSS Development Chair, please consider applying for these positions, and thank you for your consideration."

(6) Service Assistants

Six service assistants shall be appointed by the Vice President of Service (Ashley Kim) and the elected EB. These positions are guaranteed to be the bomb.com and give you a chance to see what it's like behind the scenes of the best APO Chapter ever! Here is what Ashley is looking for:

Important things to keep in mind as prospective members of the Service Team:

- How will you work with other service assistants, committees (pledging, fellowship, membership/retention), student organizations and off-campus agencies to enrich and strengthen our program within and beyond APO?
- How will you make our service program more inclusive and brother-led?
- What is your definition of meaningful service, and how will you translate this into our service program?

General Information

- One semester long position for all assistants
- You are required to come to a weekly service committee meeting and the service team meeting that will be before it. You are also expected to come to EB Meetings, which are bi-weekly. (totaling about 1.5 - 2.5 hours of meetings a week, time is TBD)
- Other than the weekly meeting commitment, you should expect 3-4 hours of work to do on your own per week.
- Communication skills, creativity, organization, and a dedication to advancing our service program are incredibly important characteristics in all members of the Service Team
- Please submit a letter of intent, no more than 2 pages single spaced, tailored to the specific position you would like. I would like to hear about specific experiences and concrete ideas you have for the service program that make you a good candidate! You can apply to more than one position. Below are the descriptions of the four different positions.

(2) On Campus Service Assistants

- Find and organize on campus service events (Collegetown Cleanup, Gorge Cleanup, Random Acts of Kindness, etc.)

- Collaborate with Campus Organizations and actively seek out partnerships, with an emphasis on curating meaningful service
- Check service events on campus for quality and make sure weekly events have the necessary information in event description
- Requires a great deal of correspondence, knowledge of campus, initiative, persistence, and organization. It is very important to be proactive for this job.
- Will work closely with Pledge Team, PPGLs, and PPGs to ensure that pledge projects are coming along smoothly
- Along with VPS, Off-Campus service assistants, and BWSS chair, will hold rotating office hours for pledge project groups and to facilitate small-group brother-led initiatives

Contact: Meghan Hadley (mah455), Phoebe Dacek (pld49), Brianne Keane (bmk73), Trevor Kahl (twk53), Trisha Ray (tr272), Won Young Choi (wc478), Laura Yang (lcy22), Ashley Kim (yk642)

(2) Off Campus Service Assistants

- Find and organize service events in the community and beyond (Reading Buddies, Loaves and Fishes, YMCA, The Salvation Army, etc.)
- Collaborate and work with outside organizations and actively seek out partnerships, with an emphasis on curating meaningful service
- Check off-campus service events for necessary information and details (facilitating transportation will be very important)
- Requires timely correspondence, creativity, broad knowledge of and interest in community events and agencies, initiative, persistence, and organization. It is very important to be proactive for this job
- Will help assist with coming up with transportation solutions for off-campus service
- Along with VPS, On-Campus service assistants, and BWSS chair, will hold rotating office hours for pledge project groups and to facilitate small-group brother-led initiatives

Contact: Dylan Van Duyne (dlv43), Bethany Angeliu (bka29), Morgan Dayton (med276, Trevor Kahl (twk53), Monika Wiktorzak (maw339), Winnie Ho (wjh98), Ivan Rios (ijr24), Ashley Kim (yk642), Emily Bramhall (emb397), Devyn Ottman (dgo32)

(1) Administrative Service Assistant

- Keep track of leadership credits for service committee and chairing a project.
- Will assist with the creation of the Service FAQ and clarification of all standing rules pertaining to the Service Program
- Manage attendance and 72-hour form
- Add events to calendar (driving event, committee events, etc.)
- Develop surveys and other necessary forms
- Requires experience with Google forms/excel and consistent attention
- Work with LDMA to clarify leadership responsibilities

Contact: Lauren Sedita (les278), Trevor Kahl (twk53), Nick Cowan (nrc43), Amita Datta (ad575), Kei-lani Asper (ka293)

(1) Chair Recruitment and Retention Assistant

- Keep a running list of all active chairs for all projects
- Make sure chairs are aware of current chair requirements
- Keep in constant communication between the service assistants and the chairs, making sure all projects are up to date with all information
- Help maintain photographic and other documentation of our Service Program by engaging chairs to create a Service Blog detailing the volunteer work of APO Gamma
- Ensure there are no projects lacking chairs

- Requires great personal communication skills within the brotherhood and knowledge of various service projects
- Work with LDMA to clarify leadership responsibilities

Contact: Neetu Chandak (nc373), Prajj Dey (pd292), Alexis Pollitto (ajp344), Tamsin Smith (tms284)

(1) Philanthropy Assistant

The Philanthropy Assistant will be appointed by the Philanthropy Chair (Ivan Rios) and the elected EB.

- Helps execute Root for Your Cause, one of our chapter's signature philanthropy events in the spring, specifically by engaging and informing people about why they should support them
- Helps direct PR and external affairs for Philanthropy
- Helps to advertise the spring 3-way pasta dinner
- Facilitate partnerships and philanthropy events with outside organizations, as well as finding new means through which APO can fundraise for the Nate Rand Fund
- Corresponds with APO Liaison within the Relay for Life E-Board
- Requires great time management and communication skills within the brotherhood and enthusiasm for philanthropy
- Generates enthusiasm and educates people, both in and out of the brotherhood, about what our philanthropy is and does

Contact: Monika Patel (mmp83), Ivan Rios (ijr24)

Letter should be 2 pages max and include why you want the position, any relevant experience you may have, and how you would garner morale and enthusiasm both inside and outside APO for our cause(s). Ideas that center around getting the Cornell community to care about our philanthropy and participate in our philanthropic events are highly encouraged.

(1) Fellowship Assistant

The fellowship assistant will be appointed by the Vice President of Fellowship (Sophie Jones) and the elected EB.

- Attend Fellowship Committee
- Work with the current VPF to help with some of the logistics of the fellowship program
- Work with the VPF on administrative work such as survey answers, attendance submissions, and fellowship planning
- Proactively and flexibly provide aide to all members of the Fellowship Committee when needed, especially in regards to formal and brotherhood retreats

Contact: Liz Pizzonia (ep467), Sophie Jones (smj87)

In your letter please include why you feel you are the best fit for this position, how many credits you're taking, what other organizations are you involved with outside of APO. Also, in your opinion, what is the biggest issue with the fellowship program and how can we work on it together?

(1) Retreats Assistant

The Retreats Assistant will be appointed by the Vice President of Fellowship (Sophie Jones), Vice President of Membership (Sarah Wang), and the elected EB.

- Attend Fellowship Committee
- Help to plan and organize several Brotherhood Retreats during the semester
- Help brainstorm new retreat ideas
- Should be proactive, creative, organized, and generally awesome

- Comfortable contacting outside organizations to work with, and has strong communication skills
- Work with members of Service and Membership committee to plan events which interconnect leadership, friendship, and service.

Contact: Megan Messick (mem492), Hannah Tucker (hgt28), Aneesa Rupasingha (air34), Brady Bunkelman (bhb59)

In your letter please include why you feel you are the best fit for this position, how many credits you're taking, and what other organizations you are involved with outside of APO. Describe your ideas for retreats in the upcoming semester, and explain how you will use this position to promote brotherhood bonding.

(3) Co-Assistant Pledgemasters

The co-assistant Pledgemasters will be appointed by the Director of Pledging (Cordelia Ding) and the elected EB.

Hi all! This is the information you need to know for applying for co-ass next semester:

There will be three total co-asses. The roles of the co-asses will be split between rush and pledging as follows below (you will have one role for the rush period and also one role for the pledging period).

NOTE: there will be flexibility in these roles. Please indicate your preferences for each if you feel you would be better suited in a specific rush-pledging combination (e.g. leadership & retreats/speed meetings). In past semesters, the combinations of rush and pledging have been as follows:

(1) RUSH: Fellowship; PLEDGING: Retreats & Speed Meetings

RUSH: The rush fellowship co-ass will be in charge of working with the pledgemaster to create and coordinate approximately 7-8 fellowship events during the rush period. These fellowships should facilitate interaction and discussion between rushees and brothers and get rushees excited about the friendships they can form in the brotherhood!

PLEDGING: The retreat/speed meeting co-ass will be 1. in charge of each of the pledge retreats and other fun pledge fellowship-y events (e.g. board game night, craft events etc). Most of the creativity involved in this position centers on the three pledge retreats and a few mini retreats—novelty is welcome! This co-ass is also 2. in charge of coordinating/communicating with all speed meeting hosts. This co-ass will be in charge of all administrative duties related to speed meetings and retreats (room reservations, attendance submissions, leadership credit for hosts). They will work with the pledgemaster to create a presentation for speed meeting host training and will also be asked to lead the presentation and training.

Previous co-assistants if you wish to contact them (not required): Will Robinson (wmr44), Brady Bunkelman (bhb59), Cordelia Ding (chd34)

(1) RUSH: Leadership; PLEDGING: Big/Little

RUSH: The rush leadership co-ass will work with the pledgemaster to design the leadership workshop. It must be interactive, while emphasizing the core ideas surrounding LEADS courses, leadership opportunities in Gamma, and leadership in general. This workshop will be held at least three times during rush, but not on back-to-back days.

PLEDGING: This co-ass will be in charge of all things big/little with the help of the pledgemaster. This includes, but is not limited to, planning events to occur before matching for brothers to get to know the pledges, coordinating big/little week (lots of fellowship-y events for pledges to get to know their bigs SECRETLY, e.g. Find Your Match), and also planning events for big appreciation week which should again be fellowship-y events for pledges to get to know their bigs NOT SECRETLY.

This co-ass will communicate directly with the bigs regarding big/little details (requirements, event times, leadership credit for bigs, etc). The big/little co-ass will also be working with the pledgemaster to create a presentation for big training and will be asked to lead part of the presentation.

Previous co-assistants if you wish to contact them (not required): Julia Tantillo (jrt268), Sarah Gaylord (scg87)

(1) RUSH: Service; PLEDGING: Pledge Project Groups & Administrative

RUSH: The rush service co-ass will meet with both the pledgemaster and service team to select approximately 10 meaningful service projects that can facilitate a potentially large amount of rushees. It would be highly preferable if these events would also allow pledges to interact with brothers.

PLEDGING: The PPG co-ass will be in charge of creating groups and communicating with each of the group leaders to ensure their groups are on top of their projects and that they are aware of the small group information they will be asked to explain to their groups. They will also work with the pledgemaster to generate ideas of how to best facilitate PPGs (e.g. how do we help the groups who cannot come up with an idea?). They will be tasked with making a training presentation to prepare the pledge project group leaders for their responsibilities. Administrative duties will be to mark attendance and to assist the pledgemaster in monitoring the progress of pledges on a weekly basis. **THIS IS A VERY IMPORTANT PART OF THE JOB, SO PLEASE DO THE ATTENDANCE ON TIME. THE NEW PLEDGEMASTER WILL LOVE YOU FOREVER FOR IT.** They should also be interested in working with the pledgemaster to transform pledge meetings to be more interactive and engaging.

Previous co-assistants if you wish to contact them (not required): Jason Gurtman (jlg424), Meriel Engrand (mce46), Sarah McDonald (sam482), Nicholas Cowan (nrc43), TJ Ball (tb357)

All co-asses will be in charge of reserving rooms and taking attendance for their own events.

Application Letter:

THREE pages MAX, double spaced, 12-point font, bullet points welcome. Within the application, please include, in addition to anything else you'd like:

1. Name, year, major, credits, extracurricular activities (weekly time commitments if possible). In one sentence, describe your leadership style (see [leadership wheel/ compass](#) for ideas).
2. Please list in order of preference which rush and pledging period co-ass roles you would like to take on.
3. In your words, what are the significant goals of pledging and what is your personal vision of pledging in APO?
4. What do you think the pledging program, the brotherhood, and yourself personally will get out of your involvement in pledging?
5. Discuss your first choice for rush and pledging positions:
 - a. Why are you interested in this position?
 - b. What do you think we have done well in the past for this role? What could be improved?
 - c. What changes do you think could be made? What ideas do you have for the role?

I'm excited to read all of your applications! c: in LFS, Cordelia