Razorback Foundation Student Executive Board Application

Name: _____ Major: _____

E-mail: _____ Phone: _____

Year in School (in Fall 2023): _____ UARK Student ID #: _____

GPA: _____

Are you a Collegiate Member? (Y/N) Will you be in Fayetteville this summer? (Y/N)

Please provide a resume and a brief answer to the following questions on separate documents:

1. Why do you want to be a part of the Razorback Foundation Student Executive Board?
2. What leadership experience can you bring to this board?
3. What is your favorite Arkansas Athletics memory?
4. Please select, up to, two positions in which you are most interested in and explain why.

Applications may be submitted either via email to ssagely@razorbackfoundation.com or they can be delivered in person to the Razorback Foundation (1295 S. Razorback Rd. Ste. A, next to Baum Stadium) no later than **Tuesday, January 31st at 5 p.m.** Applicants will be notified of their status via email by the beginning of March.

Being appointed to this board, I acknowledge my responsibilities of fulfilling at least one office hour per week, attending bi-weekly board meetings, and participating in all other Razorback Foundation Collegiate Board Events.

Signed: _____ Date: _____

For questions or concerns please contact:

ssagely@razorbackfoundation.com or call at 479.443.9158

Razorback Foundation Student Executive Board Positions and Descriptions:

President

- Oversees the operations of the board by regulating development of all board members
- Plans and administers bi-weekly meetings
- Liaison to Razorback Foundation staff and the Athletic Department
- Assists in coordinating scheduling of board members for Razorback Foundation events, Razorback Foundation Collegiate Board events, and all volunteer efforts
- Assists Razorback Foundation staff on specific projects and tasks

Vice President

- Assistant to the President
- Assists in planning major events for the Razorback Foundation and the Razorback Foundation Collegiate Board
- Plans and holds bi-weekly meetings with all Vice Presidents
- Communicates weekly with all Vice Presidents on upcoming events and expectations

Secretary

- Oversees, writes, and sends all email correspondence to Collegiate Members (2,000+)
- Recommended to have Microsoft Outlook Experience
- Director of board experience, involvement, and attendance through updating board binder, calendar, and communicating events and meetings to the entire team
- Records and distributes minutes from all bi-weekly meetings and creates the agenda for Collegiate Board meetings

Treasurer

- Direct liaison between Collegiate Board and Razorback Foundation regarding monetary assets
- Responsible for inventory of products at Razorback Foundation office
- Assist Vice Presidents with creating fiscally responsible events
- Create year long and individual event budgets

VP of Collegiate Membership:

- Promotes Collegiate Membership to Greek life and other RSOs on campus
- Works with directors of membership and recruitment to work on additional benefits for Collegiate Members
- Director of outreach come time for Collegiate Board re-applications
- **MUST BE HERE FOR SUMMER ORIENTATION** *(typically will reassess amidst COVID 19)*

VP of Marketing and Strategic Communication:

- Oversees all Razorback Foundation Collegiate social media channels
- Creates interactive posts, graphics, and content for all viewers
- Coordinates with Secretary on all email communication with Collegiate Members
- Works closely with the Razorback Foundation Director of Strategic Communications

VP of Special Events:

- Plans and executes all special events for Razorback Foundation Collegiate Members
    - Inclusive of annual Crawfish Boil, sport specific private practices and events, and other Razorback Foundation Collegiate sponsored events
- Works closely with Razorback Foundation Director of Special Events
- Coordinates all philanthropy events for Foundation

Collegiate Board Member:

- Works with all branches of the Razorback Foundation Collegiate Board
- Assists with planning and execution of New Student Orientation
- Helps promote Collegiate Membership and benefits to University of Arkansas campus
- Coordinates and assists in all Collegiate Board events and member related functions
- Will serve on and actively participate on a minimum of one Razorback Foundation Collegiate Board Committee