

[**www.**](http://www.uncrelay.org)**relayforlife.org/uncnc uncrelay@gmail.com**

**2014-2015 Relay for Life at UNC-CH**

**Executive Director and Vice Director Application**

We’re so excited that you’re interested in applying for Relay For Life of UNC-CH Executive Director or Vice Director position for the 2014-2015 academic year! Below you will find a short description of Executive Director and Vice Director responsibilities. To apply for the Executive Director Position you have to have two years of experience and for the Vice Director position you are to have one year of experience.

***Executive Director (2 positions available****):*

- Provides the vision, direction and energy

- Recruit and confirm Committee Chairs and members

- Maintain open communication with the ACS Representative

- Serve as a dedicated team member of the Event Committee

- Hold weekly meetings and maintain communication with all Committee Chairs

- Attend meetings and directly supervise 1/3 of Relay’s Committees

- Serve as leader of 125 plus committee members

***Vice Director (sophomore or junior):***

- Assist the Executive Director in ensuring a successful event

- Serve as a team member of the Event Committee and attend weekly meetings

- Attend meetings and directly supervise 1/3 of Relay’s Committees

- Maintain open communication with your Committee Chairs

- Serve as leader of 125 plus committee members

Applications are due Sunday April 6th at 5pm. Please email your finished application to uncrelay@gmail.com. Save and send your application in the following format: Your Name\_Desired Position. Interviews will be conducted on Wednesday-Thursday, April 9th-10th. Also, please leave your schedule open for a transition retreat on April 26th. If you have any further questions about the positions or applications, please do not hesitate to contact uncrelay@gmail.com. We look forward to reading your application!

Name:

Current Year:

Phone Number:

Email:

Position of Choice: Executive Director \_\_\_\_ Vice Director \_\_\_\_

**Please take your time in responding to the following questions as we carefully consider each applicant.**

1. BRIEFLY outline your experience with Relay For Life. (Positions held, etc.)

2. Why would you to have the Director position? Why do you Relay?

3. Describe how you have impacted an organization in a formal or informal leadership role. What motivated you? How did you convince other members to commit to your idea?

4. What goals and *new* ideas do you have to improve the event itself, the planning process, or pre-event activities?

5. What were some problems you saw with the 2013-2014 planning process? What can be done to alleviate these problems and make the event better for next year?

6. What is your short (1-2 years) and long-term vision (5 years and +) for UNC’s Relay For Life?

7. What other time commitments will you have this year? (Please note that this is a full year commitment – May 2014 to May 2015) (Highly recommended this is your only leadership position on campus)

8. What is something you have accomplished as part of the Relay Planning Committee that you are most proud of?

9. How do you determine or evaluate success?

10. Tell us about a time when you had conflicting viewpoint with someone else. How did you handle this situation? What was the outcome?

11. How do you motivate others?

12. What is the biggest challenge you have faced? How did you overcome it? What did you learn?

13. On the executive committee we are all peers and within that group we become friends, but need to remain in a professional manner. How do you separate friendship from professionalism when needed?

14. Give us a specific time when you had fun while leading a group?

15. If you are not given a director position, what other Relay position would you be happy with?

16. If you could climb to the top of a tree in any country fictional or real where would it be and why?

**Thank you for applying! Will Yokeley and Zach Boggs will contact you regarding the status of your application and possible interview times. Please do not hesitate to ask if you have any questions.**