

**Why Be an Officer?**

Officers are an integral part of the club—as an officer you have the chance to influence everything about how the club runs, from what we teach at lessons, what lessons we offer at different levels, what fun events we have, competitions that we go to, publicity efforts on campus and throughout Pittsburgh, designing our website and more! Additionally, all officers receive reduced membership and other benefits during their term. It is also a perfect opportunity to practice skills such as leadership, organization, communication, and really impact the CMU campus as well as the Pittsburgh community!

**ALL** positions are open for election. A list of all the positions along with their descriptions can be found further in the document. If there is a position you are interested in – go for it! If you are currently an officer and would like you retain your position, you need to reapply and be reelected. Application guidelines and description of the election process can be found below.

**Application Process**

Please e-mail your answers to the below questions to nwei@andrew.cmu.edu by **Wednesday, March 16 at NOON (12 PM)** with Subject line: Ballroom Officer Application 2016

1. Your name

2. Preferred e-mail

3. Phone number

4. Major and year (if applicable)

5. Time in club (ex: 1 semester; 1 year)

6. Positions running for (max 3, list in order of preference)

7. Other extracurricular commitments you have

You must then attend the election on Wednesday, March 16, at 9:15PM (arrive 10 minutes early). If you want to run for a position but are unable to be there on the day of the elections or for a particular time, please let us know and we will try to make arrangements. You may elect to have a proxy speak on your behalf.

**Election Process**

We will be holding elections on **Wednesday, March 16 , at 9:40 PM in McConomy Auditorium**. There will be NO Open Floor at this time (we only have P/W/M that day anyways <\_<) . All CMUBDC membership cardholders are eligible to run for positions and vote, and we encourage you all to attend! The election process will go as follows:

1. Each candidate for all positions will give a max 2 minute speech on why they would make a good officer.

2. We will go through each position and each candidate will deliver a max 1 minute speech on why they would be suited for that specific position. There will be allowed a max 5 minutes period of questioning after each candidate’s speech. Other candidates for the position will be outside the room during this process.

3. After going through each candidate, the panel will have a max 7 minutes deliberation time.

4. Cast ballots for their choice.

5. Move on to the next position.

6. All votes will be tabulated at the **end** of the election. Results will be announced within 48 hours.

**You will be giving a total of 2 speeches.**

2 minute long speech:

Why would you be a good officer in general? How would you improve the Ballroom Dance Club overall? How much time can you dedicate to your job? Personal qualities, past experience, time with the club, work ethic, commitment to the club should be highlighted in this speech.

1 minute long speech:

Why would you be a good fit for this particular position? What experiences and qualities make you a good fit for this position? How would you use your position to improve the club?

**ALL OFFICERS** are expected to also complete the following duties: teaching lessons, tabling during lessons, room set up and clean up, assisting with running of events, contributing to advertising efforts, as well as other club needs. All the officers must be trustworthy, reliable, and responsible people who can get along with each other and are passionate about the club and the happiness of its members.

*NOTE: Our club is large and has a lot of things going on, so being an officer is a very time-consuming task. If you are a student, however, your schoolwork should be your first priority. We don’t want your grades suffering, so please make sure you are ready for the work you are taking on. (It is recommended that you have a 3.0+ GPA prior to applying, but is not a requirement.)*

To learn more about any position, talk to the officer currently in the position or Nancy.

Newly elected officers will be “in-training” during the Spring 2016 semester.