

# Net Impact Board Member Application

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## **ORGANIZATION OVERVIEW**

Net Impact is an international, nonprofit organization determined to change the world through sustainable business. Our program focuses on social responsibility, nonprofit management, and environmental sustainability. Headquartered in San Francisco, Net Impact is an exciting program with a network of people dedicated to making a difference. Our members include undergraduate students, graduate students, and professionals worldwide. Spanning six continents, Net Impact consists of over 15,000 members and over 270 chapters. The California State University, Chico Net Impact is one of 40 undergraduate chapters represented. Through our network, this organization strives to educate, equip, and inspire others to magnify their impact. We offer a variety of internship and leadership opportunities designed to improve our campus and community.

For more information on Net Impact please see:

- Net Impact Central: <http://www.netimpact.org/>
- Net Impact CSU, Chico Chapter: <http://www.csuchico.edu/netimpug/>

## **WANT TO BE A LEADER?**

The California State University, Chico Net Impact Board Member positions are held for one year, August 2011- May 2012. The available board position for Spring 2012 is:

- **Director of Communications**

The selected individual will be an integral part of the organization. Board Members work with a variety of different people including: members, interns, faculty & staff, other student organizations, businesses, and Net Impact Central. You do not need prior experience to apply. We are open to all majors. If you are a passionate individual dedicated to changing the world through sustainable business, we would like to encourage you to join our team. The job description is provided below.

**JOB DESCRIPTION: DIRECTOR OF COMMUNICATIONS**

*Hours per Week: 8 - 10+*

The Director of Communications manages our organizational e-mail account (NetImpactCSUC@gmail.com). This individual is responsible for responding to all messages and forwarding important e-mails to the President or other respective parties. The Director of Communications also sends reminders to members for meetings and events. This position requires keeping updated membership and alumni contact lists. In addition, this individual is responsible for keeping a list of prospective members (i.e. contacts we collect while tabling). The Director of Communications is in charge of creating a monthly newsletter for the CSUC Net Impact chapter. At the beginning of each month, the Director of Communications sends out a newsletter to members, alumni, faculty & staff, Net Impact Central, the Sustainability Collaborative, the College of Business, businesses, and other relevant parties. This individual is responsible for public outreach to local businesses and helps schedule speakers at weekly meetings. When contacting businesses, this individual also inquires about possible Net Impact-business collaboration on projects. Further, on Mondays, 5:00pm-6:00pm, the Director of Communications represents our program at Sustainability Collaborative meetings, announces our upcoming events, takes notes, and relays collaboration opportunities to our chapter. Emphasizing Sustainability Collaborative events to interns is crucial in helping them complete their hours. In addition, the Director of Communications manages our group Wiggio calendar. This individual also posts our events on the College of Business and Sustainability Collaborative Wiggio calendars in order to increase collaboration. Further, the Director of Communications takes notes at all meetings and posts notes to the Wiggio. Notes must be taken at regular meetings and Board Meetings. The ideal candidate for this position is organized, with strong written and verbal communication skills.

**DUTIES AND RESPONSIBILITIES**

- Attend bi-weekly meeting and weekly Board Member meetings
- Attend weekly Monday Sustainability Collaborative meetings 5:00pm-6:00pm
- Respond to all e-mails (NetImpactCSUC@gmail.com)
- Take notes at all meetings (e.g., general Net Impact meetings, Board Member meetings, speakers)
- Send reminders about upcoming meetings and events
- Keep updated contact list of members, alumni, and prospective members
- Manage, create, and distribute monthly newsletter
- Public outreach to businesses
- Manage Wiggio calendars

**DISCLAIMER**

These job descriptions are not an exclusive list of all responsibilities, skills, and expectations for these positions. The statements above describe general duties. All Board Members may be required to complete tasks outside of their normal responsibilities and commit to more hours as needed.

# Net Impact Board Member Interview Form

\*\*\*TURN IN DURING MEETING AT WOODSTOCKS [WEDNESDAY, FEB 8th BY 5:30PM](#)\*\*\*

Name: \_\_\_\_\_

Major: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Minor: \_\_\_\_\_

E-mail: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

## ***2011/2012 Board Positions***

Director of Communications

Board positions are typically held for one school year (Fall & Spring semester) unless circumstances prevent this.

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**1. Why should we select you as a Net Impact officer?**

**3. What are your strengths and weaknesses?**

**4. What plans do you have to expand the program?**