 Student Board Members Application

The Renewable Energy Initiative (REI) is a student-initiated, student-funded, student-run committee. Student committee members design and manage the installation of renewable energy infrastructure on ASU’s campus.

*See www.rei.appstate.edu for more information.*

Requirements:

* Passion to bring Renewable Energy to ASU.
* New committee members must commit to serve on the REI for one year.
* Must be available for weekly meetings.
* Must be willing to commit an appropriate amount of time outside of meetings to complete tasks, roughly 5 hours per week.
* The REI committee needs many different skills: website management, research, advertising, public relations, grant writing, public speaking, group facilitation, and more.
* The REI needs representation from students in many different programs.
* Meeting times can be found on [www.rei.appstate.edu](http://www.rei.appstate.edu). If possible, please try to attend a meeting before the end of the semester.

**General Board Member**

* A general board member is a student who sits on the voting board of the REI. Board members attend weekly meetings, participate in group discussions, and ultimately vote upon projects to be funded. A strong, organized, passionate, and communicative group of students is essential for bringing renewable energy and energy efficiency projects to campus.

Essential Qualifications

* Commitment (Time availability)
* Passion for renewable energy
* Teamwork skills
* Communication skills
* Willingness to learn

Ideal Qualifications

* Professionalism
* Innovation
* Organization
* Applicable skill
* Background knowledge of renewable energy or energy efficiency

Notes on the Application:

* Submit applications to rei@appstate.edu

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

Expected Date of Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major/Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please indicate your availability for a ½ hour interview from the interview times listed above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional: Attach a 1-2 page resume at the end of your application. This is strongly encouraged as it gives us the opportunity to gather a more holistic insight into your skills.

Please answer the following questions (guideline on length: total of 1 ½ - 3 pages, typed):

1. **Why do you have an interest in joining the REI?**
2. **What skills/talents/experiences do you have to contribute to the REI Committee?**
3. **Please refer to the subcommittee and position descriptions and their respective desired qualifications (*listed below*) and answer the following:**
	1. **Which of these positions or subcommittees could you see yourself serving on or leading?**
	2. **For the selected subcommittee, which of the listed qualifications do you possess? Please choose a subset of 2-4 of these qualifications and give an example of when you have demonstrated proficiency in the past (example: I have shown leadership through my involvement with \_\_\_\_\_\_\_).**
	3. **What would success look like to you in the selected role?**

**Who is the Ideal Renewable Energy Initiative Candidate?**

**(\*\*Note: Do not be discouraged if you do not possess the ideal qualifications for each subcommittee; the REI is an opportunity to learn as you go. However, we will strongly consider applicants who have the essential qualifications listed.)**

**Data Management Subcommittee**

* The REI collects energy production data from most of its renewable energy projects. The process of data collection, storage, display, and analysis is essential to the functioning of the REI and our ability to make decisions about how to maintain current projects and how to most effectively allocate funding towards new ones. We are currently developing an in-house energy production dashboard. We need help continuing the dashboard development project, and with day to day data monitoring to ensure that our systems are working properly.

Essential Qualifications

* Willingness to learn

Ideal Qualifications (one or more of the following)

* Excel
* Python
* SQL
* Leadership
* Data analysis experience
* Knowledge of equipment monitoring

**Project Management Subcommittee**

* The project management committee’s function is to discuss future, current, and ongoing projects within the committee. Projects tend to fluctuate in needs, which requires an individual with a strong desire to learn a wide range of knowledge on a variety of renewable based systems. Previous roles have included: attending meetings to review construction designs, corresponding with multiple departments on campus, developing projects based on self-developed and submitted project ideas, keeping tabs on ongoing projects, and delegating work when necessary.

Essential Qualifications

* Professionalism
* Organization
* Commitment
* Communication skills
* Teamwork skills
* Leadership
* Ability to delegate
* “Go-getter” Mentality

Ideal Qualifications

* Project management experience
* Knowledge of renewable energy and related terminology

**Public Relations Subcommittee**

* Public relations (PR) is the management function that establishes and maintains mutually beneficial relationships between the REI and the general public. PR handles marketing, advertising, procurement of merchandise, contact tabling, REI presentations, and planning the biannual REI Forum. The REI Forum is an opportunity for the REI to showcase our work and bring together the sustainability community on our campus.

Essential Qualifications

* Leadership
* Communication skills
* Organization
* Event planning skills

Ideal Qualifications

* Marketing experience
* Advertising experience
* Public speaking skills
* Creativity

**Treasurer**

* The treasurer serves as a point of contact between the REI and the Assistant Vice Chancellor for Finance and Operations. They are responsible for ensuring that projects get paid for and that the REI is making financially responsible decisions with its sizable annual budget of over $150,000.

Essential Qualifications

* Excel (beginner)
* Organization

Ideal Qualifications

* Knowledge of basic accounting terminology
* Experience with budgeting

**Webmaster**

* The webmaster is responsible for keeping the website up to date with information about new projects, upcoming events, meeting schedules, minutes, etc. The webmaster works closely with Public Relations so that the timing and content of website updates can be coordinated. The website can be updated using an intuitive graphical user interface, so coding experience is not required, however, knowledge of HTML and other web-based programming languages can be useful.

Essential Qualifications

* Creativity
* Innovation

Ideal Qualifications

* Webpage experience
* HTML experience

**Secretary**

* The secretary takes weekly meeting minutes and ensures that as much of the discussion as possible gets recorded and distributed. Since the REI makes multi-thousand-dollar decisions, the secretary is vital for documenting key decisions made within the group for the reference of future members.

Essential Qualifications

* Attention to detail
* Skilled (fast) typing ability
* Organization