Pre-Vet Students Supporting Diversity Club
Board Assistant Applications

THANK YOU for your interest!

Hi there! Our officers work hard to make sure PSSD presents the best events and resources we can, but we know we can't always do it all! We are looking for reliable club members who either have innovative ideas for the club or just want to help out our board with tasks when we have too much on our hands. We are looking **for 3 assistants max**. Apps are due by **November 1st**. Below are the basic duties expected of new board assistant members.

Basic Duties:

- Collaborate with a board of 8 other members to organize club fundraising, workshops and other events
- Come to events early to set up and stay after events to clean up
- Distribute promotional club materials through flyers and social media
- Express constructive criticism and address club issues at monthly board meetings
- Correspond with local businesses to request for participation or raffle prize donation in annual dog show
- Strengthen membership relations by using interpersonal skills to provide a welcoming environment for club members at events

Instructions

1. Let us know why you should be a PSSD board assistant in a **cover letter** made to our vice president, Kimberly Miller (khmiller@ucdavis.edu) and CC our president, Nicole Doan (nndoan@ucdavis.edu). Please also attach a recent copy of your **resume** in your email.
   Cover letter and resume should be **1 page max, in a legible font.
2. You must **make it to our Fall Quarter board meeting**. Please fill out the following Doodle:

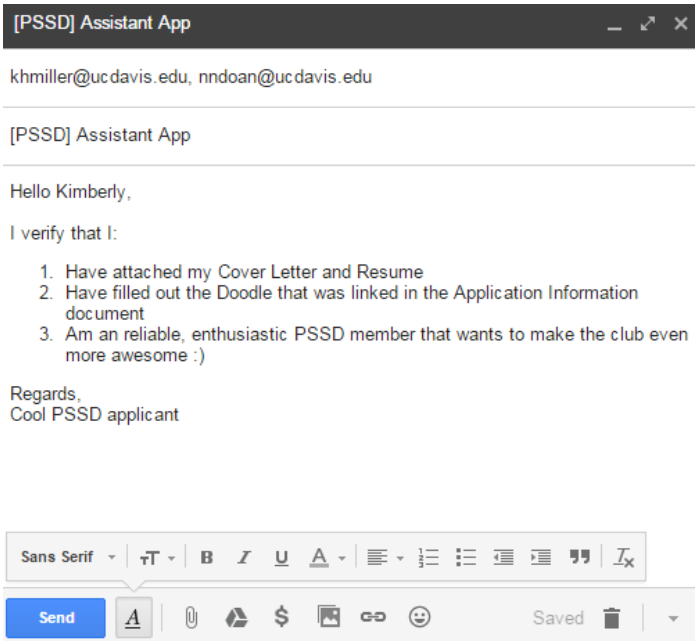
http://doodle.com/xt6rrhpefy26i9s2

Please note that this meeting will be in the second week of November!

If you are accepted as a board assistant, we ask that you come to our board meetings! We need all the help we can, and we know that everyone's input is important!

3. **Confirm that you are a PSSD member** (must have filled out the 2015-16 Membership Form)
4. Your email to Kimberly Miller should look similar to the email template on the right!

Email all materials **by November 1st, 11:59PM** to be considered.



THANK YOU & GOOD LUCK!