



**PILIPINO AMERICAN COALITION
PCN BOARD APPLICATION**

Name:	Desired Position(s):
Phone #:	E-mail:
Year:	Major/Minor:

Application deadline: June 30, 2014

Please list any prior experience, talents, or skills related to your desired position:

Describe any prior PCN experiences (i.e. leadership positions, dance & skill experience) along with 2 contacts as references:

List any other pertinent skills or talents not listed above:

Describe your current & anticipated schedule (include school, work, extracurricular activities, etc.):

Fall 2014	Winter Break	Spring 2015

Are you involved in any other organizations on campus? If so, please list (include any positions you currently hold or plan on holding).

What dates would you be available for an interview? (Interviews open May 25, 2014)

Why do you want to be on PCN Board?



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Position Descriptions

Secretary:

- Must be present at weekly meetings to take minutes.
- Sets and enforces board fines.
- Plans PCN Board retreat, including reserving the retreat house.
- Creates and organizes cast rosters and lanyards.

Archives:

- Leads the archives committee in documenting PCN practices and events.
- Reserves a photographer and videographer for PCN.
- Takes individual cast photos.

Costumes:

- Works with dance suite coordinators and/or skit writers to create dancer and/or actor costumes.
- Distributes, organizes and collects costume contracts and deposits.

Fundraising:

- Creates fundraisers throughout the year to raise money.
- In charge of any t-shirt, sweatshirt or PCN gear sales conducted throughout the year.

Hospitality

- Reserves a caterer for PCN.
- In charge of PCN Pal pairings, activities, and revealing.

Marketing

- Reaches out to community members, businesses and establishments as sponsors.
- In charge of public relations with other schools and organizations.
- Maintains the PCN social network platforms.

PACME (PAC Music Ensemble)

- Works together with dance suite coordinators to develop and play accompanying music.

Programs

- Designs, formats and puts together the show's programs.



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- In charge of promoting and collecting any personal and/or business advertisements for the programs.
- Responsible for creating additional promotional material for PCN-related events

Props

- Responsible for creating any props needed by the dance suite coordinators.
- Works together with the skit writers to create stage props, backdrops and any other materials needed.

Tickets

- Responsible for organizing all ticket sales and income earned from ticket sales.

Webmaster

- Responsible for maintaining PCN's online website, including updates, PCN board contact information, dance suite information, practice dates, etc.

Dance Suite Coordinators:

Mountain Suite

Moro Suite

Regional Suite

Rural Suite

Spanish Suite

Tinikling

Skit Writers