

Overview of DeCal Board Committees

1. Administrative Committee

The Administrative Committee plans internal and external events for the DeCal Board. We aim to promote unity and guidance among the Board members and DeCal Facilitators. This semester the committee will plan three external events: the Facilitator Orientation; DeCal Expo; and an end-of-semester event, and three internal events: the DeCal Board Retreat and two socials for the members of the DeCal Board. In addition, the Administrative Committee will create a survey at the end of each semester to send out to all the facilitators. Administrative interns will learn how to plan and organize the many steps of larger scale events such as venue booking, catering, event setup, and attendee management.

Intern Requirements: Superior organization skills and attention to details/logistics, strong sense of responsibility and ability to meet deadlines, ability to work in a team environment, enthusiasm

Preferred Qualities: Prior experience in event planning, ability to work well under pressure and in a collaborative environment, very organized, easy to reach by phone and extremely reliable during events, creativity in brainstorming new ideas, networking skills

2. Fundraising Committee

The Fundraising Committee works together to put on fundraisers over the course of the semester in order to raise money to fund the operations of the Board. We highly value each and every input in our committee because a fundraiser starts out as a fundamental idea from a committee member. With the planning, execution, and support of the team, we can then turn each idea into a feasible campaign. Fundraising interns will participate in the entire process and will have a chance to see how much effort and work goes into planning and putting on a successful fundraiser -- from talking to company managers to tabling on Upper Sproul as well as handling our monetary inflow and outflow. This semester, we plan to hold two fundraisers per month.

Intern Requirements: Creativity in brainstorming ideas and operationalizing each idea, ability to work well under pressure and in a collaborative environment, easy to reach by phone and extremely reliable during fundraising events and preparation, flexible schedule during the day when fundraisers are going on, ability to attend or commandeer trips to purchase fundraising supplies

Preferred Qualities: Past fundraising experience, excellent observational and analytical skills that can help improve each fundraising effort

3. External Affairs/Marketing Committee

The External Affairs Committee is responsible for the marketing and external outreach aspects of the DeCal program. This includes developing and promoting DeCal classes and events as well as coordinating with on-campus and off-campus organizations that wish to learn more about the program. The role of committee members includes planning, advertising, public relations, DeCal product development, distribution, and research. Through a variety of publications and social media accounts, the committee is dedicated to maintaining and strengthening the image and visibility of the DeCal program on campus. Some of our responsibilities this semester include planning promotion of the program for the beginning of the semester; the DeCal Spotlight Program which involves visiting a variety of DeCal classes to feature them on social media for promotion; the creation of promotional materials such as flyers, DeCal gear, or posters for DeCal events; maintaining and updating our public Facebook, Instagram, and Twitter pages on a regular basis; and serving as DeCal representatives at various external events/workshops. The External Affairs committee is also responsible for maintaining the DeCal website and helping with the transition to our new website.

Intern Requirements: Ability to work well as a team, background in marketing planning, strategies, and execution, strong communication and organization skills creativity in brainstorming new marketing ideas

Preferred Qualities (the more the better): Proficiency in Adobe Photoshop, Illustrator, etc., excellent social media knowledge and management skills, previous experience in outreach and/or public speaking, video-recording and/or photography skills, proficiency in video-editing software (i.e. Final Cut Pro X or 7)

4. Web Development Committee

The web development committee is responsible for managing and improving the DeCal website. We are looking to expand this committee's responsibilities beyond our website. You will have an opportunity to work on real projects that have an impact on what we do on the board and that you can be proud of. Potential projects that we could use involve: systems administration, app development (iOS, Android), web design, and web development (React.js). Of course, it is not restricted to that, and we look forward to any potential project ideas you have in mind.

Intern Requirements: Strong team player, ability to take criticism, and grit. Experience with Git and a technology/development tool you want to implement. Pretty much, submit your resume, include a project or two on it, and we'll take a look. If you are a web developer, that would be wonderful, if not, that's okay too. All that is important is a commitment to collaborative problem solving, sophisticated design, and quality products.