

Venturing Officer Association 2016-2017: Application Information

Thank you for your interest in applying for the 2015 - 2016 Venturing Officer's Association!

The following application consists of:

- Application form
- Additional application questions
- Information on the Venturing Officers Association election process and board positions

Important Dates:

- All applications are due to Dale Zimmermann via mail or email by March 31st
Dale Zimmermann
Orange County Venturing Advisor
343 S. Flower Ave
Brea, CA 92821-5437
Email: iceace@aol.com
- The slate committee will review the applications and schedule interviews with all candidates no later than April 12th.
- All applicants who are slated for a position will be notified and asked to introduce themselves and their candidacy on Tuesday April 19th to Venturing Forum attendees at the Council Office at 7 PM.
- Officer Training Day - date to be determined at the Council Office.

Other important information:

- The Venturing Officers Association is comprised of four elected leaders. The duties of each elected office are outlined on the following pages.
- The slating process will be facilitated by a committee comprised of Venturing Staff Advisor, District Commissioner, District Chairman, outgoing Venturing Advisor, incoming Venturing advisor, outgoing VOA President, and any current VOA vice presidents and crew presidents who are not candidates.
- The interviews will be approximately 10 minutes. After completing the interviews the slating committee will create the Venturing Officer's Association slate and present it to the Venturing community at the April forum for approval.

Commitments of a Venturing Officer's Association Officer:

- Must participate in the monthly Venturing Officer's Association meeting, the second Tuesday of the month at 7:00 p.m. at the Council office.
- Must participate in the monthly Venturing Forum, the third Tuesday of the month at 7:00 p.m. at the Council office.

1. All Venturing Officers Association positions will be determined through a slating process. All interested candidates will submit an application for the position they are interested in. Individuals seeking a position on the Venturing Officers Association may submit an application and indicate interest in up to three positions.
2. A slate committee will review applications, hold interviews with all of the applicants, and determine a slate to be presented to the Venturing Community. The slating committee shall be composed of the of Venturing Staff Advisor, District Commissioner, District Chairman, outgoing Venturing Advisor, incoming Venturing advisor, outgoing VOA President, and any current VOA vice presidents who are not candidates. The Venturing Staff Advisor will serve the slating committee in an advisory capacity.
3. After slate has been announced, the slated applicants will present their candidacy to the Venturing Community and slate will be voted on and passed by a two-thirds majority of those units represented. Each unit will have one vote.
4. Individuals not slated for a position on the Venturing Officers' Association who wish to contest slate must notify the outgoing president of Venturing Officers' Association within five (5) days of the election. Individuals contesting slate will be allowed an opportunity to present their candidacy to the Venturing Community following the slated candidates' introductions. If slate is being contested, the non-contested positions will be voted on by the Venturing community as a single slate, and individual run-offs will be held for any contested positions.
5. Individuals who are slated for a position for which they refuse to accept will be ineligible to contest the slate.

(Please keep these pages for your reference)

OFFICER DUTIES
VOA Position Profiles

President

- Must have served at least one (1) term of office on the Venturing Officers Association.
- Serves as a member of the Orange County Council Executive Board (subject to the approval of the Council Chairman)
- Plans and oversees monthly VOA meeting to be held on the second Tuesday of every month
- Serves as a member of the District Committee and attends meeting to be held on the first Tuesday of every month
- Plans and oversees youth breakout session at the monthly forum meetings to be held on the third Tuesday of every month
 - o To be coordinated with the Forum Commissioner
- Communication with VOA Advisors and VOA members on a semi-monthly basis (i.e. meeting reminders, etc.)
- Works with VOA members to plan and execute
 - o Monthly forum breakouts (in cooperation with the Forum Commissioner)
 - o Venturing Annual Banquet
 - o Annual Venturing Out event (or other suitable replacement as deemed by the VOA)
 - o Annual Shoot-out
 - o University of Scouting Booth
 - o Scout-o-Rama Booth
 - o Any other activities the VOA feels necessary
- Communicates and works with the VOA advisor to ensure all programs are executed successfully
- Serves as a leader in the Venturing Community

Vice President of Administration

- Serves as a member of the VOA and is expected to attend all monthly VOA meetings to be held on the second Tuesday of the month
- Attend monthly forum meetings to be held on the third Tuesday of the month
- Works with a designated associated volunteer advisor of the VOA
- Takes minutes at the monthly VOA meetings
- Oversees and executes all logistics related to be performed prior to the programs assigned to the VOA including but not limited to
 - o Finding a venue
 - o Work with advisor to stay in budget
 - o Coordinate unit/youth sign-up
- Supports the Vice President of Program as needed
- Works with other members of the VOA to complete these tasks
- Serves as a leader in the Venturing Community

Vice President of Program

- Serves as a member of the VOA and is expected to attend all monthly VOA meetings to be held on the second Tuesday of the month
- Attend monthly forum meetings to be held on the third Tuesday of the month
- Works with a designated associated volunteer advisor of the VOA
- Oversees and executes all logistics related to the programs assigned to the VOA including but not limited to
 - o Planning the agenda or order of events associated with each activity

- Acquire any necessary items needed for the day of the activity
- Obtain the necessary volunteers needed for the activity
- Supports the Vice President of Administration needed
- Works with other members of the VOA to complete these tasks
- Serves as a leader in the Venturing Community

Vice President of Communication

- Serves as a member of the VOA and is expected to attend all monthly VOA meetings to be held on the second Tuesday of the month
- Attend monthly forum meetings to be held on the third Tuesday of the month
- Works with a designated associated volunteer advisor of the VOA
- Responsible for creating and disseminating a monthly newsletter to be distributed the last week of the month to the Venturing community informing them of all the upcoming events and highlights of the community
- Responsible for creating and disseminated a promotional email for each forum to be sent out the second week of the month
- Reports to ScoutWeek any articles wished to be published by the VOA
- Maintains the Social Media websites of the Venturing Community (Facebook and Instagram)
- Creates fliers for each event to be distributed
- Works with other members of the VOA to complete these tasks
- Serves as a leader in the Venturing Community

**Venturing Officers' Association 2016 - 2017
Application for Office**

Personal Information

Last Name: _____ First Name: _____ M/F _____

Email Address: _____ Date of Birth _____

Home Address: _____

City / Zip Code: _____

Home Phone #: _____ Cell Phone #: _____

Unit # _____ Years involved: _____

Have you earned any of the following?

Eagle Scout ___ GS Gold Award ___ Quartermaster ___ Bronze ___ Gold ___

Silver ___ Venturing ___ Pathfinder ___ Discovery ___ Summit ___

Leadership Positions _____

School/City: _____ Grade level: _____

Position of Interest: President ___ VP Admin ___ VP Program ___ VP Comm ___

If selected, I agree to perform the duties and accept the responsibilities of this position.

I will also attend the VOA Training Day event during the summer, date to be determined.

Sign here: _____ Date: _____

Applicants must be a registered Venturer or Sea Scout in Orange County Council and must be under 21 years of age during the term of office ending June 1, 2017.

Please indicate if you are available on Tuesday, April 5th or April 12th to appear for your candidate interview: (You will be contacted to confirm your time)

- I am available any time between 6 PM and 7 PM on Tuesday, April 5th
- I am unavailable during this specific time period on Tuesday, April 5th
- I am available any time between 6 PM and 7 PM on Tuesday, April 12th
- I am unavailable during this specific time period on Tuesday, April 12th

