



**LEADERSHIP SUMMIT
2007-2008
PLANNING BOARD
APPLICATION PACKET**

**APPLICATIONS PACKETS MUST BE RETURNED TO
THE OFFICE OF STUDENT LIFE
(110 KIRKHOF CENTER)
BY SEPTEMBER 20, 2007 6:00 P.M.**

LEADERSHIP SUMMIT BACKGROUND

Leadership Summit is a traditional Grand Valley State University event entering its 10th year. The Leadership Summit conference will be held on Saturday, February 2, 2008 in the Kirkhof Center on Grand Valley's main Allendale campus and is expected to attract over five hundred participants.

Leadership Summit is a professional conference that is open to students, faculty, and staff from GVSU and other universities and community colleges. A variety of student leaders from different campuses provides students with the opportunity to see what leadership looks like at other institutions.

The conference will focus on increasing civic engagement among college students by helping them improve their leadership abilities and increase their awareness of community and social issues.

At the all-day conference, students will be able to participate in small group sessions covering the multidisciplinary aspects of campus life, including:

- ❖ Athletics
- ❖ Diversity/Cultural Organizations
- ❖ Leadership Development
- ❖ Student Government
- ❖ Campus-wide Programming
- ❖ Greek Life
- ❖ Service Learning/Civic Engagement
- ❖ Student Organization Advising

LEADERSHIP SUMMIT 2007-2008 PLANNING BOARD

The Leadership Summit 2007-2008 Planning Board members will serve as committee chairs. All Planning Board Chairs and Committee Members will serve as volunteers. Committee members will be selected from a pool of general applicants. Planning Board members are encouraged to recruit students whom they know are interested in serving on their committee to complete and submit a general committee application.

General qualifications and skills needed in a Planning Board Chair include:

- ❖ Proficient communication skills
- ❖ Ability to work well with others
- ❖ Ability to work autonomously on projects
- ❖ Attention to detail
- ❖ Technology experience (Web site navigation, Microsoft Office applications, E-mail)

LEADERSHIP SUMMIT 2007-2008 PLANNING BOARD POSITIONS

The following positions are open on the Leadership Summit 2007-2008 Planning Board. Each Planning Board member will serve as a chair for a planning committee. For more information on specific duties, visit www.gvsu.edu/leadership.

PUBLIC RELATIONS CO-CHAIR

Responsible for all marketing, promotion, and distribution of materials, as well as managing the Leadership Summit website.

CAMPUS RELATIONS CO-CHAIR

Responsible for communication with on campus departments, as well as colleges and universities in Michigan and the Midwest.

LOGISTICS & ASSESSMENT CHAIR

Responsible for all facility, signage, and parking logistics as well as creation and compilation of individual session and overall conference evaluation materials.

HOSPITALITY & VOLUNTEER CO-CHAIR

Responsible for the conference gift, the recruitment and training of conference volunteers

KEYNOTE SPEAKER & SPECIAL EVENTS CO-CHAIR

Responsible for selection of the keynote speaker, as well as presentation format for opening and closing sessions, and other special events.

PROGRAM & PRESENTERS CO-CHAIR

Responsible for the call for programs, selection of program proposals, communication with presenters, and creation of the Leadership Summit 2007 program booklet.

REGISTRATION CHAIR

Responsible for all registration and check-in logistics, including creation and maintenance of a registration database, as well as creation of conference name badges.

CORPORATE SPONSORSHIP CHAIR

Responsible for securing monetary funds and material donations from local businesses, as well as advertisement/logo information for the conference program booklet.

ODK CASE STUDY COMPETITION CHAIR

Responsible for coordination of the case study competition, including competition participants, schedule, and gifts.

**Detailed information about each position can be found at
www.gvsu.edu/leadership**

APPLICATION PACKET REQUIREMENTS

- ❖ Application packets must be typed with 1" margins
- ❖ Please include the following information in your application:
 - Name
 - Picture of self
 - Last 4 digits of your G-Number
 - Local Phone number
 - Most Used E-mail address
 - Year in school
 - Major/minor
 - Name and phone number of one person who can serve as a reference for you (not a student or family member). This person must be able to speak to your character and work ethic.
 - Bulleted list of student involvement for the 2007-2008 academic year

In your application, answer the following questions (please be specific):

1. Describe any previous involvement with Grand Valley State University Leadership Summit or a similar event.
2. Describe any experience in which you were part of a team. What role did you play in this team? How could you apply this experience to a Leadership Summit Planning Board Chair position?
3. List the Planning Board Positions you are applying for in the order of your interest in the position.
4. Please describe any experience you have in the particular areas for which you are applying.

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**APPLICANTS MUST SIGN UP FOR AN INTERVIEW
AT THE TIME OF SUBMITTING THEIR APPLICATION.
INTERVIEWS WILL BE HELD THE WEEK OF SEPTEMBER 24, 2007.**