

# PROFESSIONAL DEVELOPMENT INITIATIVE

Washington University  
School of Law

## 2018 Executive Board Position Descriptions & Application

- All applications are due by 5:00pm on Friday, February 2nd to [washulaw.pdi@gmail.com](mailto:washulaw.pdi@gmail.com).
- Please complete the application in its entirety and submit in either Word or PDF format. Title your document [Last Name]\_[First Name]\_PDI Board App.
  - Example: Claire's application would be saved as Nelson\_Claire\_PDI Board App.
- Please also submit your resume WITHOUT your GPA.
- Note that you must be on campus for the entire term of the Board (Spring 2018 and Fall 2018) to be considered for a Board position.
- All Board members will be required to attend Executive Board meetings to be scheduled on a weekly or biweekly basis.

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## PDI Executive Board Position Descriptions

### **Vice President of Finance & Administration**

The Vice President of Finance & Administration is responsible for maintaining up-to-date financial records, creating and managing the PDI budget, and supervising reimbursements and payments. The VP manages correspondence with PDI members, creates agendas for Board meetings, and takes/distributes the minutes for the Board.

### **Vice President of Membership Development & Programming**

The Vice President of Membership Development & Programming coordinates all programming hosted and sponsored by PDI, including professional development events, academic development events, and PDI social events, among others. The VP will also coordinate a template/form bank for the exclusive use of PDI members.

### **Vice President of Community Engagement & Outreach**

The Vice President of Community Engagement & Outreach is responsible for all aspects of marketing and public communications for PDI. The VP is in charge of maintaining and updating the PDI calendar on a regular basis. The VP also is responsible for coordinating PDI's Community Service Event each semester and acts as the liaison with other student organizations at Washington University.

*\*\*Please note that the responsibilities of these positions are subject to change, as we are a new and developing organization.*

*\*\*If you have an idea or passion for a position/a responsibility that is not listed here, in addition to the questions below, please provide us with a brief description and your vision. We are open to considering all suggestions as we continue to grow!*

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## PDI Executive Board Application

Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please rank each Board position for which you would like to be considered, using "1" to indicate your top choice. If you are not willing to accept a certain Board position, you may leave the space blank.

\_\_\_ Vice President of Finance & Administration

\_\_\_ Vice President of Membership Development & Programming

\_\_\_ Vice President of Community Engagement & Outreach

Please answer the following questions as completely as possible. Please limit each answer to 250 words.

1. Why would you like to be part of this Board?
2. If you are in charge of spreading the word and creating excitement about an initiative, how do you do it?
3. What types of program(s) do we need to offer to help law students be better prepared for practicing in a professional environment?
4. Please describe any past experiences/accomplishments relevant to the position(s) you are applying for.

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By electronically signing this application I affirm that I have read and understand the responsibilities relating to each of the positions to which I have applied.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_