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# Officer Candidate Instructions 2022-2023

To be recognized as a candidate for an officer position in the Associated Builders & Contractors Student Chapter at The University of Houston for the 2022-2023 academic year, the candidate must submit the following documents as PDFs:

1. Completed application
2. Current résumé
3. Current headshot with business attire (no tie necessary)

The positions available will be:

* **Vice President: (Must Graduate in 2024)**
* Overall Manager of the website
* Contact Employers
* Assist President
* **Membership Officer**
* Will oversee all memberships
* Get familiar with the website for memberships
* **Treasurer/Fundraising Officer**
* Get a list of companies who we will be emailing to get sponsored from
* Set an agenda of what the money will be utilized for
* Have an outline of incomes and financial Statements
* maintain safekeeping for funds
* Manage Merch deliveries and updated list of our products
* **Public Relations Officer/ Social Events Officers – Please include your social media accounts**
* Create a plan to keep followers engaged by posting relevant and important information on our social media: Instagram & LinkedIn
* Be in charge of looking for locations for socials
* Take care of reservations and social invitations

The deadline to apply for a position is **Friday, April 16th at 11:59 p.m**. No applications will be accepted after this deadline.

The current ABC Officers will be interviewing applicants for open positions from **April 18th to 23rd** either online or in person. The current officers will be selecting the officers for the next academic year after all applicants are interviewed. If multiple people seek the same position, you may be offered a position you originally did not apply for. The results will be announced via group email and Groupme message.

Elected candidates will enter their position starting **May 9th, 2022.**

Completed applications and any questions should be sent to the ABC Student Chapter email address: [uhabcs@gmail.com](mailto:uhabcs@gmail.com)

Tip: In your narrative, be specific as possible. Tell us the direction you want to see the chapter go. Tell us about activities you hope to see as well as any ideas for social events, fundraising, and alumni integration.

# Officer Candidate Application

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | Phone Number: | |
| Email: | |
| Current Classification: | | Anticipated Graduation: | |
| Current Employer: | | | |
| Position Sought (List First and Second Choice) | 1st Choice: | | |
| 2nd Choice: | | |
| Why do you want to be an officer in ABC? (3-7 sentences)  What are some ways you plan to help UH chapter members connect with the construction industry? (3-7 sentences)  What makes you qualified for the role you are seeking? (3-7 sentences) | | | |
| Signed: | | | Date: |