

**PROMES Action Committee (PAC)**  
**2016-2017 Officer Application**

**Due: June 11th, 2016**

Submit electronically to: **nkxiong@uh.edu** as LastName\_FirstName.doc.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender: Male Female Major: \_\_\_\_\_

Classification: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Shirt Size: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Permanent Address

Local Address if different:

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Positions being applied for (list top 3, refer to last page for details).

What is your relationship with PROMES? (Former PROMES student, PROMES affiliated organizations, etc.)

List any leadership experience you have:

Explain what you believe makes you qualified for the position(s) you are applying for:

Use one or two paragraphs to discuss what you hope to accomplish as a PAC officer and what your views are on the functions of PAC/PROMES as a whole.

# PROMES ACTION COMMITTEE

Note: Certain officer positions may be able to form a committee that consists of other PROMES members willing to help.

## **President**

The President shall lead all meetings. His/her responsibility is to keep PAC informed and organized. The President will be the main liaison between PROMES staff, PAC, and the other student organizations. Additionally, both President and Vice President are required to have a weekly meeting with the PROMES director. (Appointed position)

## **Vice President**

The Vice President is responsible for contacting persons of interest (industry, graduate schools, counselors, life-skills) for events. It is also his/her responsibility to aid the PROMES Staff in planning outreach events and relay assignments to the rest of PAC. Additionally, both President and Vice President are required to have a weekly meeting with the PROMES director. (Appointed position)

## **Treasurer**

The Treasurer is in charge of the financials and fundraising for PAC. The Treasurer will meet with the Program Director to make a budget for each semester. A committee may be formed to create a sponsorship packet or carry out any other duties entrusted to the Treasurer.

## **Secretary**

The Secretary shall take meeting minutes and email the meeting notes to the officers and the PROMES Staff. The Secretary will also be responsible for reserving meeting rooms and for keeping a calendar of PAC events. The Secretary is REQUIRED to attend all Steering Committee meetings.

## **Mentorship Coordinator**

This officer is in charge of the Mentorship Board and the Mentorship Program. He/she is responsible for planning and facilitating at least one Mentorship Program meeting each month during the spring and fall semesters. He/she will assign and keep track of each mentor/protégé team with the help of his/her committee.

## **Freshman Representative**

This officer and his/her committee shall attend all campus recruiting events and represent PROMES. Along with that, they are responsible for maintaining the PAC poster board. They will be the main liaison between PAC and the current PROMES students.

## **Outreach Coordinator**

This officer and his/her committee shall attend all outreach events and organize volunteers for those events. Additionally, they will work directly with the PROMES Outreach Director.

## **Historian**

The historian shall take pictures of each event and write short articles summarizing the event. It is the historian's responsibility to compile these articles and give them to the PROMES Director. The historian is also responsible for creating a slideshow of all the year's events to display at the PROMES banquet and creating/posting flyers for PAC events.

**All officers are required to assist at PROMES hosted events.**

