

# APPLICATION FOR UMBC PRE-PHARMACY OFFICERS 2021-2022

DEADLINE FOR APPLICATION: SUNDAY, APRIL 4TH, 2021 AT 11:59 PM

Hello UMBC Pre-Pharmacy Society Members! As we all know, it is important to learn the art of leadership and to try to gain leadership skills throughout our undergraduate years. Officer positions are always changing, so now it's time for you to step it up to take on more responsibilities. The officers for our club will be voted in an election to decide who takes on what role, but in order for us to allow you to be nominated or to run for an official position; you must have been an active member. That means you must have at least been to 3 meetings and 1 event. This is not only to reward those who took an active role in the club but to ensure that we have competent officers who will work hard next year towards achieving this organization's purpose of recruiting new members and expanding the UMBC network of pre-pharmacy students.

## DIRECTIONS FOR APPLYING:

- 1) Read the brief descriptions of officer positions desired.
- 2) Fill out this application electronically (please type everything and send it to [sanabl@umbc.edu](mailto:sanabl@umbc.edu) - we will not be accepting paper applications).
- 3) Once your application has been turned in, you should receive an email confirmation stating that your application has been accepted. If you do not hear back from us within two days, please send your application in again.
- 4) After applications have been reviewed, you will receive a confirmation email notifying whether or not if you are allowed to run for the applied position(s).
- 5) There will be a google form sent out to all members, which will include the officers running, a written speech, and a chance to vote. If you are running unopposed, you will automatically obtain the position.
- 6) Once chosen to be an officer, you **must** attend the next officer meeting with the former executive board.
- 7) Late applications will NOT be accepted and failure to comply with the conditions listed above can result in withdrawal of the officer position.
- 8) For President and Vice-President positions: you must have been a member of the UMBC Pre-Pharmacy Society for at least 1 year.
- 9) Requirements: Minimum total of 3 meetings attended and participated in at least one event.**

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For Pre-Pharmacy Board Only:

\_\_\_\_\_ Accepted (active member)  
\_\_\_\_\_ Position desired  
\_\_\_\_\_ Date application is reviewed

The positions available with a brief description of the roles and responsibilities (but not limited to) are:

### ***President***

In order to run for this position, the person must have been an active member for at least a year.

- Organizing board and club meetings as well as registering the club
- Coordinating with and delegating working amongst all board members
- Working with board members to make final executive and financial decisions
- Using good oral and written communication skills
- Ensure all aspects of the club functions smoothly, effectively, and efficiently

### ***Vice-President***

In order to run for this position, the person must have been an active member for at least a year. The vice-president is responsible for helping the president with anything he or she needs as it arises.

- Help the president run meetings
- Help delegate tasks
- Become the substitute President if needed
- Is expected to be one of the first people to help any board member in any task
- Create membership application forms, sign-up sheets, sign-in sheets, etc.

### ***Secretary***

In order to run for this position, the person must have been an active member for at least 1 semester.

- Keeping track of attendance of a large number of members to make sure members meet the attendance quota
- Updating the email list server
- Collecting attendance sheets from meetings, fundraisers, and community service events
- Keeps track of the minutes for board meetings
- Must be organized and attentive to details
- Be able to send reminder emails at least twice a week about the weekly emails.

### ***Treasurer***

In order to run for this position, the person must have been an active member for at least 1 semester.

The treasurer maintains all the finances within the club but also has other roles such as:

- Treasurer makes deposits and withdraws money when the club needs to
- The treasurer is also in charge of reimbursing the officers or members for any money they spend on the club
- Being responsible for all fundraisers, both raising money for non-profit organizations and raising money for the club.

### ***Events Committee***

In order to run for this position, the person must have been an active member for at least 1 semester.

The events committee consists of two people (the **special events coordinator** and the **assistant coordinator**) who will help the president and vice president in planning activities. **The assistant coordinator must not be in their final year at UMBC when assuming this position.** Their duties consist of:

- Obtaining **guest speakers** (preferable professionals from various aspects of the pharmacy field)
- Finding local **community service activities** for the club (i.e. feeding the homeless, helping underprivileged children, etc.)
- Networking and partnering with other student organizations on programs
- Scheduling events as well as emailing reminders to guest speakers and sending them thank you letters

### ***Public Relations***

In order to run for this position, the person must have been an active member for at least 1 semester.

The public relation advertises Pre-Pharmacy Society to the campus by:

- Forming fliers and posting them
- Photographing events, meetings, and service opportunities
- Assisting the Secretary in maintaining the website/Facebook

FULL NAME:

PHONE NUMBER:

EMAIL:

YEAR IN SCHOOL:

MAJOR:

EXPECTED GRADUATION DATE:

POSITION(S) DESIRED:

PLEASE ANSWER THE FOLLOWING QUESTIONS\*:

1. IF YOU WERE SELECTED TO BE AN OFFICER, WHAT ARE YOUR SHORT AND LONG TERM GOALS FOR THE CLUB? EXPLAIN HOW YOU WOULD ACCOMPLISH THESE GOALS. (MAXIMUM OF 500 WORDS)
2. DISCUSS THE COMMITMENTS THAT YOU WILL HAVE FOR THE 2021-2022 YEAR AND HOW MANY HOURS A WEEK YOU WILL ALLOCATE TO EACH COMMITMENT. EXPLAIN YOUR STRATEGY TO BEING FULLY COMMITTED TO THE UMBC PRE-PHARMACY CLUB.
3. TELL US WHY YOU THINK YOU ARE THE BEST CANDIDATE FOR THE POSITION YOU HAVE CHOSEN. (MAXIMUM OF 500 WORDS)

\*INCLUDE A WRITTEN SPEECH EXPLAINING WHY YOU ARE THE BEST CANDIDATE FOR THE POSITION - THIS WILL BE INCLUDED IN THE GOOGLE FORM ELECTION POLL