

**Fall 2024 - Spring 2025 Officer Application**

**Submit by April 19th, 2024 at 11:59 am.**

AMSA is looking for dedicated individuals who are ready to step into a leadership role. Below we will outline what it means to be an AMSA Officer, requirements, and how our selection process will go.

Officer interviews will be held on **Tuesday, April 23rd starting at 6:00 pm.**

UH AMSA is an organization dedicated to providing premed students with the resources and opportunities that they need to become a physician. A driving force in our officer team is the difficulty we remember experiencing early on in our premed journey. Our team works hard to guide our members through what at times can seem like a confusing path. Officers will often find themselves alternating between AMSA related, academic, or premed related help. Being an AMSA officer means having great organizational skills, reliability, team-working ability, and innovative ideas. Being an AMSA Officer is not just a title for a resume but a position that is based on a passion for leading and guiding others.

**Officer requirements:**

1. Must be an Active member (explained below)
2. Must be a National AMSA Member
3. 7-10-hour weekly commitment
4. Availability on every Tuesdays after 5:30 PM (Every Tuesday is either a General Meeting or an Officer Meeting)
5. Available to be present and lead AMSA events during the week.
6. Being available for contact with our members and officer team through email/GroupMe/in person

**Active members are considered to participate in the following activities per semester:**

• 75% of all general meetings

• 1 volunteer event

• 1 workshop or mentoring event

• 1 bake sale/fundraising or social event

**Please read the bylaws for descriptions about each position**

here: <https://www.amsauh.com/treasure-box>

The deadline for submitting an application and resume is **Sunday, April 19th at 11:59 PM**. We will NOT be accepting applications after this date.

Each applicant MUST send their updated resume to amsa.houston@gmail.com before officer interviews.

Officer Interviews will be conducted on **Tuesday, April 23rd at 6:00 pm** in-person at UH and every applicant must attend interviews. Specific instructions will be emailed to the applicants before the officer interviews. If you need to make other arrangements or have any other questions, please contact us at **amsa.houston@gmail.com** as soon as possible. **The room location will be announced over email.**

As stated above, being an AMSA officer requires many skills. The following are the aspects we take into consideration when selecting officers:

**(AMSA dedication 50%)**

Being an AMSA Officer means being dedicated and reliable. We have to count on our officers to fulfill their responsibilities and be present during AMSA events. Attendance during AMSA events has shown a strong correlation to commitment in Officer roles. Attendance holds great weight in our selection and as it has been said at our General Meetings, those who attend the most events are in a greater position. We expect our officer team to be able to commit to go to all general meetings, officer meetings, and to attend multiple AMSA events each month.

**(AMSA Engagement 25%)**

Part of being an AMSA Officer is being approachable, engaging, and a leader. We are looking for applicants who have taken the time to meet their fellow AMSA members and officers, who have shown enthusiasm during events, who have worked well during group events (ex: volunteer, bake sales, etc.), and who have gone above and beyond to help during events.

**(AMSA Interview 25%)**

An organization as large as AMSA has a lot of moving parts. Being an AMSA Officer requires a lot of teamwork and adaptability. We are interested in hearing how you plan to advance AMSA’s mission and what unique skills you could bring to our team. Please come prepared with your proposed ideas.

Dear Applicant,

We thank you for your time applying for the officer team. We cannot wait to get to know you more and to meet you at the interview. Best of luck!

* AMSA Exec Team

**Questions: (Please Answer the following questions in a red color)**

1. **Please rank your top 3 preferred officer positions from this list:**

*Volunteer Coordinator*

*Public Relations/Webmaster*

*Social/Banquet Coordinator*

*Professional Development Chair*

*Membership Director Sponsorship*

*Director Fundraising Coordinator*

*Education Director*

*Mentorship Director*

1. **Applicant Name:**
2. **PeopleSoft ID:**
3. **Email:**
4. **What is your current classification (by year)?**
5. **Are you an active member (Y/N)?**
6. **How many years have you been an active member of AMSA?**
7. **What is your first preference for an officer position?**
8. **What is your second preference for an officer position?**
9. **What is your third preference for an officer position?**
10. **What is your motivation for becoming an AMSA officer? (please limit your response to 50 words)**
11. **What characteristics do you have that would make you a great leader? (please limit your response to 50 words)**
12. **Why do you think that you would be a good fit for your preferred officer position? (please limit your response to 50 words)**

**Lastly, please make sure to attach your updated Resume to the email (amsahouston@gmail.com) along with this application with the Subject title: Officer Application 2024-2025: Your Name**