**Director Application 2022-2023**

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| **Name:** |  |
| --- | --- |
| **Classification:** |  |
| **Major:** |  |
| **Minor/Certificate (if applicable):** |  |
| **Email:** |  |
| **Phone Number:** |  |
| **Graduation Date:** |  |
| **Position(s) Applying For:** |  |
| **Semesters of Active Membership** |  |

**Important Information:**

● The application is due **Friday, April 8th, 2021, at 11:59 P.M.**

● Submit your application and resume to alpfa.president@gmail.com

● Please send additional documents (banners, photos, videos, etc) as separate attachments in your email.

● Interviews will be conducted **April 15th and 16th, 2022.** Once your application has been received, you will be asked to choose an interview slot.

● The newly elected Board of Directors will present at ALPFA’s 14th General Meeting on Wednesday, May 4th, 2022.

● Must be a paid member to apply

**Short-Answer Questions:**

1. Why ALPFA?

2. In your own words, please describe ALPFA’s purpose in 1-2 sentences.

3. What past leadership experience (qualifications) have you had? How does this experience qualify you for the ALPFA Director position to which you are applying?

4. What are your goals with this respective Director(s) position? Please answer in bullet points.

5. Serving on the ALPFA’s Board of Directors is a high priority time commitment. How would you prioritize ALPFA in your schedule? Please also list your anticipated course load for the 2019-2020 academic year, including expected extracurricular activities and work commitments.

6. (Optional) Is there any additional information you would like us to consider?

7. \*If you identify as a woman : Due to the nature of Women of ALPFA, the program can only be run by a female director and the position will be chosen by the incoming board. In addition to this, WOA has expanded the program to include a professional mentorship program which increases the responsibility of WOA as the program has 4 key events. If selected, are you willing to take on the responsibility of WOA coordinator in addition to your director role? (yes or no).

**Director-Specific Questions:**

For the specific position(s) you are applying, please prepare the following

#### President

1. Reply to the following email:

ALPFA President,

My name is John from XY Company. We spoke at Convention and was wondering if you were still interested in XY. We are interested in ALPFA, but would like to know more about ALPFA and how we could benefit from the relationship. Let me know.

Thanks,

John Smith

2. Create 3 slides explaining what ALPFA is, who you are, and why you joined – think of our GM slides as an example. Be ready to present these in the interview as if you were at the meeting.

3. Describe your leadership style in 3 words and explain how your leadership style will be used as President.

4. List three aspects of ALPFA that can be innovated or improved and explain why these would be beneficial to the organization.

5. What is your vision for ALPFA 2022/2023?

#### Executive Vice President

1. BND is coming up and you need to invite your company sponsors. Draft an email inviting professionals and include important details.

2. You are reaching out to a new company to partner with UT ALPFA, what would be your biggest selling points, and why? Please answer in bullet points.

3. Name three companies that do not currently partner with UT ALPFA and explain why this

partnership would be beneficial to both ALPFA and the company.

4. A director just gave you feedback involving another director. How would you handle this information and why?

#### Marketing Director

1. How many marketing team members would you want to bring on and what would their roles be?

2. What social media platforms would you use for ALPFA and how would you promote events?

3. Design a banner/shirt to recruit freshmen during summer orientation.

4. How would you ensure other directors and your team members are meeting your deadlines for their banners/merch?

#### Finance Director

1. You have $500 for the GM next week. Include three options for food, listing pros and cons.

2. An Elote sale is coming up soon. Walk me through the steps and thought process to prepare for it.

3. You have $1000 budgeted for 3 events plus marketing, scheduled for April: Boat Party, a LinkedIn Workshop, and Women of ALPFA coffee chat. Please make an excel budget for these 3 events.

4. The Professional Development Director would like $100 more than you budgeted for their event. What actions would you take to consider their request?

#### Service Outreach Director

1. Provide a list of community service events you are interested in having ALPFA participate in and why we would go to the event (at least 4)?

2. Find a service event happening either on campus or in Austin occurring either in April or May. Describe the steps you would take to make the event happen.

3. Draft an email to a volunteer coordinator of your choice requesting information about ALPFA volunteering at an event. (Choose an organization that you want to partner with next year)

4. How will you determine what causes to focus on next year?

#### Internal Relations Director

1. Which ALPFA socials did you enjoy the least and the most? Please explain why and how you would improve them.

2. Create an agenda to plan a new ALPFA social. Please include logistics, activities, a day of itinerary, and food (if applicable).

3. What kind of recruitment and retainment strategies will you use for prospective and current members? Why would those strategies work?

4. Create one PowerPoint slide describing the value of ALPFA. Be prepared to present this slide during your interview.

#### Technology Director

1. How would you define the importance of having the Technology Director role on the Board of Directors?

2. Which three aspects of the website work well and which three would you want to add or change?

3. Describe in detail an event you would run that would allow members to become more engaged with tech.

4. What method of communication (text messages, Instagram, RemindMe, Slack, etc.) is best for providing updates to the members of ALPFA and why?

#### Human Resources Director

1. Create an agenda for Mentorship Monday. Explain your choice of the theme.

2. How will you insure that mentors and mentees keep in contact?

3. What are the steps you would take in building a professional mentorship program?

4. Please explain how you would pair mentors and mentees together.

##### Professional Development Director

1. ALPFA currently hosts several large professional events such as Business Networking Dinner and Ready Set Go. Provide an example of another large professional event that ALPFA could host along with the steps you would take in preparation for the event.

2. Provide one professional development tip that applies to the following four majors: Accounting, Finance, Marketing, and a Non-Business Major

3. Describe two workshops, one that is beneficial to underclassmen and one that is beneficial to upperclassmen.

4. How do you plan on encouraging members to apply to leadership programs and internships?