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Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Committee Member Requirements**

By accepting a position as an HBA Committee Member, you are also acting as a leader and role model for your peers within and outside of HBA. Therefore, in addition to fulfilling your specific duties as an HBA committee member, we expect that you will participate actively in HBA by:

* Attending all HBA general meetings (Every other Tuesday)
* Attending all committee meetings (One Tuesday every month)
* Attaining at least 8 HBA points per semester (outside of general meeting points)
* Attending 1 BHP Town Hall and 1 BHP Ethics Board Event

**I understand and agree to the Committee Member Requirements. I also understand that I must be in good academic standing with the Business Honors Program to run for any of the positions described below. (Electronic signatures are acceptable).**

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HBA Committee Applicant Signature Date

**Instructions**

The following application is due **no later than 11:59PM on Monday, September 10**Please attach your application to an email sent to rparikh67@gmail.com

**No late applications will be considered.** **By 11:59PM on Wednesday, September 12**,applicants will receive an email regarding whether or not they will proceed to the interview round.

All applicants must be available for an interview on **Friday, September 14between 7AM-5PM.** If you are unavailable during part of this timeframe and absolutely cannot move your plans, please note on the line below the times that you ARE NOT available.

Times you ABSOLUTELY ARE NOT available on Friday, September 14:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This application is divided into two sections:

1. General Questions – All applicants must answer these questions
2. HBA Committee Specific Questions – Applicants are only required to answer questions for the committees for which they are applying\*

\*Note:  Applicants may choose to apply for as many as 3 HBA committee positions, but will only be permitted to serve on one HBA committee.

If you have any questions regarding the application, email **hbaexec@gmail.com**.

**Committee and Chair Descriptions**

**Academic Committee (Looking for 1-2 members)**

HBA Academics is in charge of strengthening student-faculty relationships within BHP. Responsibilities for the committee members include working closely with professors to encourage event attendance and helping organize professor-student events such as **D**inners/Social Events **W**ith **A P**rofessor, Texas-Style, and Coffee Chats.

**Alumni Relations Committee (Looking for 2 members)**

The Alumni Relations Committee plans events that facilitate interaction between current BHP students and our awesome alumni. Events include the Alumni Dinner on Company Field Trip, and various other dinners and activities throughout the school year. The Alumni Relations Committee is also looking to partner with the BHP office to strengthen existing alumni connection programs. We’re always seeking to improve our alumni outreach, so new ideas are welcome!

**Communications Committee (Looking for 3 members)**

The Communications Committee is responsible for designing posters and advertisements for upcoming HBA events, as well as publicizing these events.  Communications Committee members will also be in charge of taking pictures at HBA events and writing short descriptions of the events for use on the website, blog, social media, and the end-of-year scrapbook.

**Corporate Relations Committee (Looking for 1 member)**

The Corporate Relations Committee is responsible for finding and confirming HBA corporate sponsors, planning the Company Dinner, facilitating the Company Field Trip, and organizing various company information sessions as well as other corporate events.

**External Affairs Committee (2 members)**

The External Affairs Committee organizes opportunities for students to engage in community service and coordinates activities with other organizations across McCombs and UT. Additionally, one member of the committee will serve as the HBA representative in UBC. Finally, External will work closely with Financial in order to fundraise and volunteer with a partner-organization that we will choose before the school year begins.

**Financial Committee (Looking for 1-2 members)**

The Financial Committee is responsible for budgeting money for the general meeting dinners as well as non-corporate fundraising.  The Financial Committee also plans the annual Company Field Trip, coordinates meeting supplies, manages the fundraising efforts for HBA’s external philanthropy.

**Internal Relations Committee (Looking for 2 members)**

The Internal Relations Committee will help develop the vision and logistics of the Big-Little Program, stress-relieving events for BHP Students, and a large BHP mentorship community. Big-Little has always been integral to HBA, and both members who are brought onto the committee this semester will be play a large role in matching bigs and littles for next year. Junior and senior retention will also be a heavy focus in the upcoming year, and the upperclassmen members who join the internal team must be dedicated to keeping their peers involved in HBA to mentor underclassmen as much as they can.

**Social Committee (Looking for 2-3 members)**

The Social Committee plans various social activities for current BHP students throughout the year, in order to further develop the BHP community. These events include local Austin activities and making HBA general meetings more engaging and fun, as well as the “All-Honors” Formals at the end of both semesters. Additionally, the Social Committee is in charge of organizing intramural (IM) sports.

**1) General Questions**

1.  How would your current boss or a team member describe you? What would he/she say are your strengths and weaknesses?

2.  What quote is most meaningful to you?

**2) HBA Committee Specific Questions**

**Please answer/complete the additional committee-specific questions. Please answer the questions for all positions you are applying for.**

**Academic** **Committee**

Please describe an event you would host with any guest of choice (assume there are no booking charges for the guest) and 10 BHP students with a budget of $200.

The restaurant that you have reserved for the DWAP has just called to inform you that they can no longer accommodate your reservation. It is 30 minutes before the DWAP. What do you do?

You are planning a Dinner/Social Event with the new accounting professor, Dr. Farnsworth. Write a compelling blurb to get students interested in going to the event, as well as informed about what the event is and when and where it is happening. (3-5 sentences)

**Alumni Relations Committee**

Describe an event you would organize for alumni and students that doesn’t involve food. Please keep the budget under or at $200, and keep logistics in mind.

Draft a sample message to a BHP alum requesting to host your event with them. Emphasize the importance of alumni on current BHP students. If you have a specific alum in mind, use him/her.

How can HBA better utilize our alumni network? List any ideas you have for connecting current and former students. (These could be events, year long initiatives, etc.)

Come prepared to give your best joke in the interview!

**Corporate Relations Committee**

*Be as concise or elaborate as you want. Bullet points or essays welcome!*

How would you advertise a corporate relations event?

What do you think Corporate Relations could provide to the class of 2022?

One initiative we want to promote is exposure to different career paths. Describe how you would incorporate these types of companies/industries into an event.

Tell me a joke or paste in a picture that will make me laugh.

**Communications Committee**

Why are you interested in joining the communications committee, and what makes you a good applicant? *If* applicable, include any experience with social media management, graphic design, photography, blogging, etc.

What ideas could you bring to the committee, and would you be dedicated to implement your idea if chosen for the committee? Whether this be ideas for the website, blog, newsletter or something new like a vlog or event, it’s up to you.

What is the wildest, most out-of-pocket thing you’ve done in pursuit of something you are passionate about, such as a goal, project, activity, job, etc.? (Think going out of your comfort zone to achieve something).

Here at HBA, getting laughs (making people laugh) is very important. Paste your favorite meme/joke.

**External Affairs Committee**

How have you been active in serving the community in the recent past? What have you learned from those experiences and what skills can you bring to this position?

Describe some of your community service ideas for HBA. How can we differentiate our community service from other business organizations?

During the Spring semester, we often face problems of attrition for philanthropy events. How can we market these events better? What ideas do you have to encourage people to continue signing up for volunteering events even when the semester picks up for them?

What’s something that makes you laugh every time you see it or think about it? (This answer doesn’t have to be in essay format; just a sentence or two is fine! Pictures are also welcome.)

**Financial Committee**

Choose a vendor and outline a mock menu and price breakdown for a meeting of 75 members. Your budget is $550 (tax-exempt). While we want you to be careful with your budgeting, please don’t overthink anything!

Financial also plans the Company Field Trip (CFT) in Boston. Please pick a list of the top 4 companies located in Boston that you think BHP students would be interested in visiting. Additionally, outline a few activities, events or sightseeing/tourist places that BHP students can attend during their free time in the city.

The financial committee also manages external fundraising efforts for HBA. What ideas do you have for fundraising for HBA’s philanthropy? If you’ve coordinated a fundraiser before, feel free to describe it!

**Internal Relations Committee**

Plan an event for either facilitating interaction between big-little pairs. Your budget is $150. Explain why you think this event idea will draw a large amount of attendees.

Mentorship and mental health are two new initiatives that internal is taking on this year. What ideas for events do you have to foster either/ both of these? Bullet points are fine.

In the news story about your life, what would the headline say? Explain why.

**Social Committee**

How would you engage your BHP class to encourage and ensure attendance at events? How could you apply this to increasing attendance at HBA meetings?

Please list any ideas you have for exciting social events (all HBA, freshman-only, and specifically to connect different classes) and ways to make HBA meetings more engaging. (bullet points are fine)

What are your hobbies/interests? Give a list with brief descriptions of why you like them.

**Please rank the position(s) you are applying for in order of interest (1 being most interested).\***

**\_\_\_ Academic Committee**

**\_\_\_ Alumni Relations Committee**

**\_\_\_ Communication Committee**

**\_\_\_ External Affairs Committee**

**\_\_\_ Financial Committee**

**\_\_\_ Internal Relations Committee**

**\_\_\_ Social Committee**