



POPS INTERN INFO SESSION

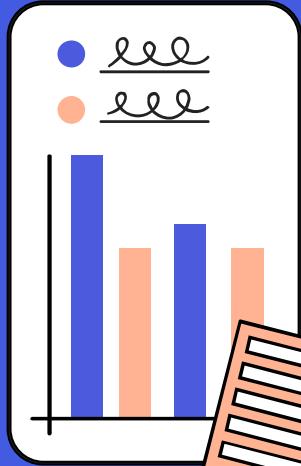


November 20, 2024

SIGN-IN

GET YOUR POINTS!





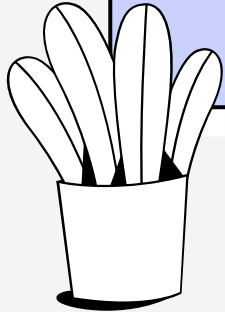
ICE BREAKER



Grab a partner!

ANSWER THIS RIDDLE AND RAISE YOUR HAND WHEN YOU GET THE ANSWER. YOU HAVE 2 MINUTES TO THINK ABOUT IT!

Three different doctors said that Paul is their brother yet Paul claims he has no brothers. **Who is lying?**

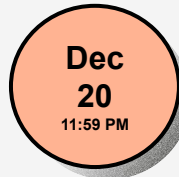


UPCOMING EVENTS AND DEADLINES



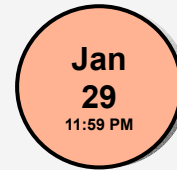
Social

Thanksmas Social
@CBB 214



Deadline

Intern Application



Deadline

TOA Eligibility
At least 70 points

Tiff's Treats Fundraiser



COOKIES FOR *Community*

20% of every purchase made at [cookie-delivery.com](https://www.cookie-delivery.com)[®]
or on the Tiff's Treats[®] mobile app using code:

UHPOPS2024

will benefit

**UNIVERSITY OF HOUSTON PRE-OPTOMETRY
PROFESSIONAL SOCIETY**

Orders must be delivered or picked up
11/17/24 - 11/30/24

HOW TO ENTER YOUR *Promotional code*

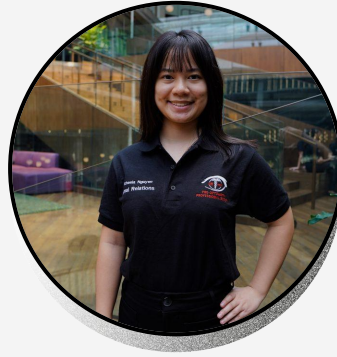
1. Place an order at [cookie-delivery.com](https://www.cookie-delivery.com)[®] or on the Tiff's Treats[®] mobile app.
2. At checkout, enter your code into the box marked "Add Coupon Code" in the order summary section.
3. You will see \$0.01 deducted from your total which means the promotional code has been applied to your order!

Orders must be delivered or picked up
11/17/24 - 11/30/24

OFFICERS PRESENTING TODAY

Hannah Pham

Senior
Major: Biology
Minor: Entrepreneurship



Micaela Nguyen

Sophomore
Major: Biology
Minor: Business Administration

WHAT INTERN POSITIONS ARE OPEN TO MEMBERS?



Treasury

TOA, POPS Bank, Bake Sales



Secretary

Points system, Member of the Month



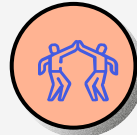
Community Service Chair

Volunteering



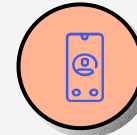
Internal Relations Chair

Banquet, Families, IM Sports



Public Relations Chair

Banquet, Sponsors, Fundraising



Historian

Banquet, Photos, Social media



Webmaster

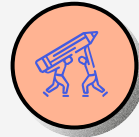
Website

WHAT INTERN POSITIONS ARE OPEN TO CURRENT OFFICERS?



President

Meetings, Guest speakers, Room bookings, TOA, Bank



Vice President

Socials, Room bookings, Spring Conference, Scholarships, Bank

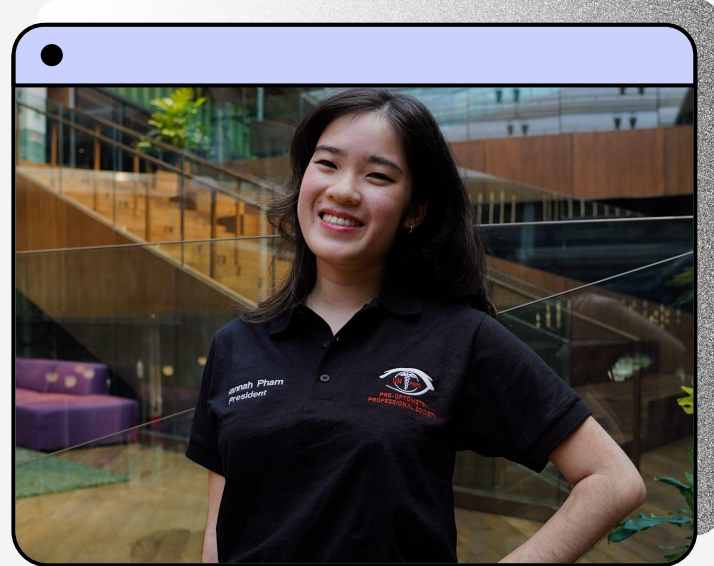


Why are they only open to current officers?

These positions help us to determine the next Executives ASAP. The interns are already being trained for President & Vice President duties.

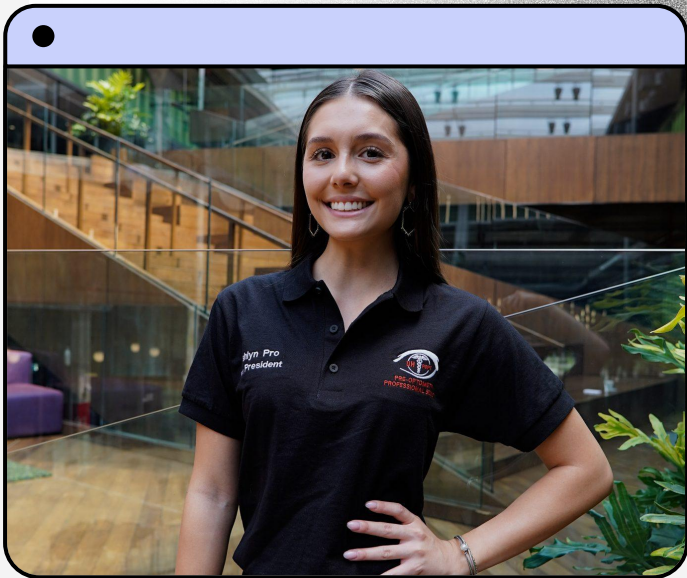
President

- ❖ Plans general and officer meetings
- ❖ Finds guest speakers
- ❖ Reserves rooms for meetings & Bake Sale/Night
- ❖ Helps plan TOA along with Treasurers
- ❖ Authorized officer of the bank
- ❖ Orders shirts and honor cords
- ❖ Distributes duties as needed
- ❖ Checks mailbox every week





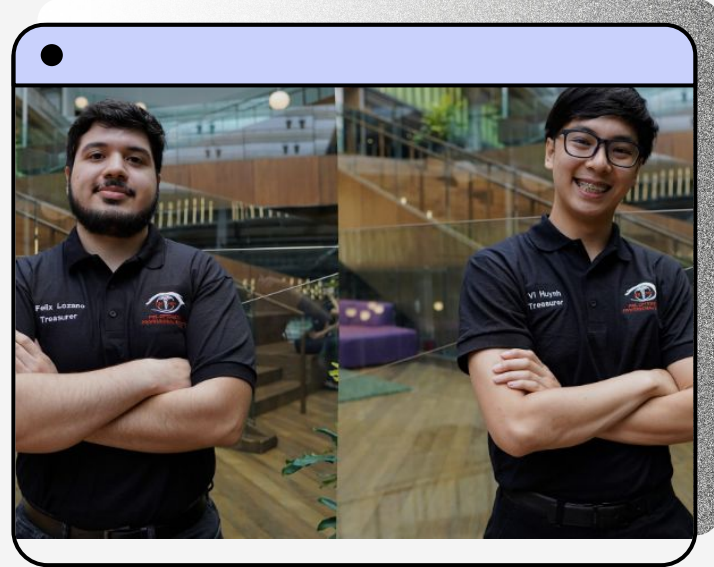
Vice President



- ❖ Assists President
- ❖ Plans socials and reserves rooms
- ❖ Manages Spring Conference
- ❖ Helps plan TOA along with Treasurers
- ❖ Authorized officer of the bank
- ❖ Finds shadowing, job, and intern opportunities
- ❖ Checks mailbox as needed

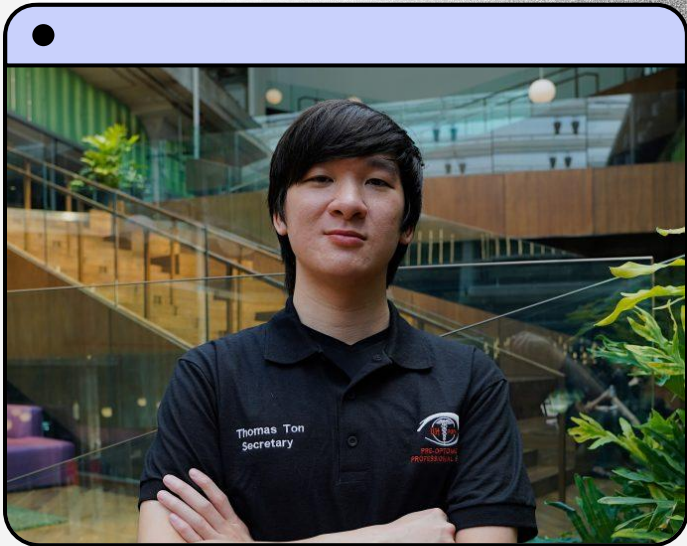
Treasurers I and II

- ❖ Coordinate Bake Sales and Bake Night
- ❖ Create Bake Sale menu
- ❖ Plan TOA with President and Vice President
- ❖ Membership dues and forms
- ❖ Managers of the bank
- ❖ Make sure the budget sheet is up to date





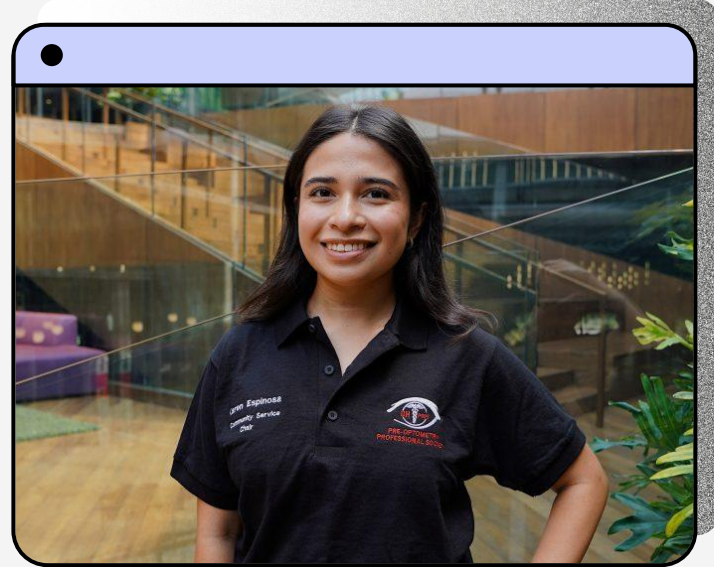
Secretary

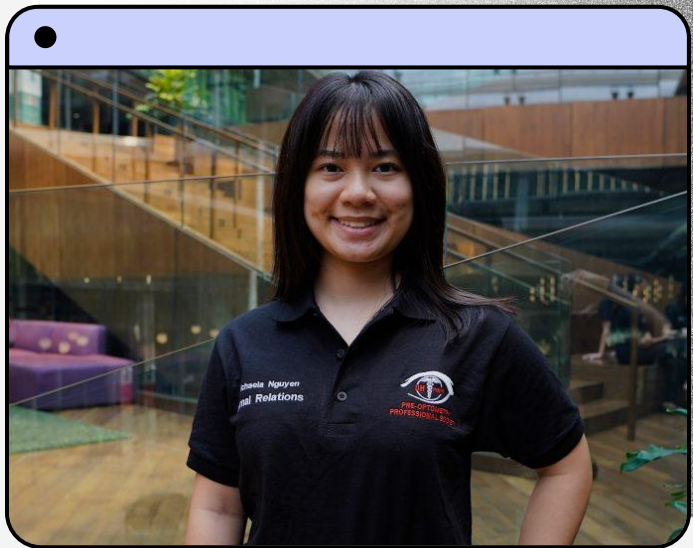


- ❖ Creates an attendance sheet for all major events
- ❖ Creates a rational points system
- ❖ Announces Member of the Month and presents grad cords
- ❖ Purchases and presents a small gift to each guest speaker
- ❖ Manages the Test Bank
- ❖ Monitors and clear class registry each semester

Community Service Chair

- ❖ Organizes volunteer events
- ❖ Coordinates carpooling if available
- ❖ Must have at least 1 Major Volunteer Event each semester
- ❖ Ensures cadence for communication with event coordinators
- ❖ Coordinates with Prevent Blindness Texas for members to participate in PBT internships





Public Relations Chair

- ❖ Creates Facebook posts for events
- ❖ Plans the End of the Year Banquet with the IR chair and Historian
- ❖ Finds and maintains sponsorships with ODs and local businesses
- ❖ Organizes profit shares and fundraising events



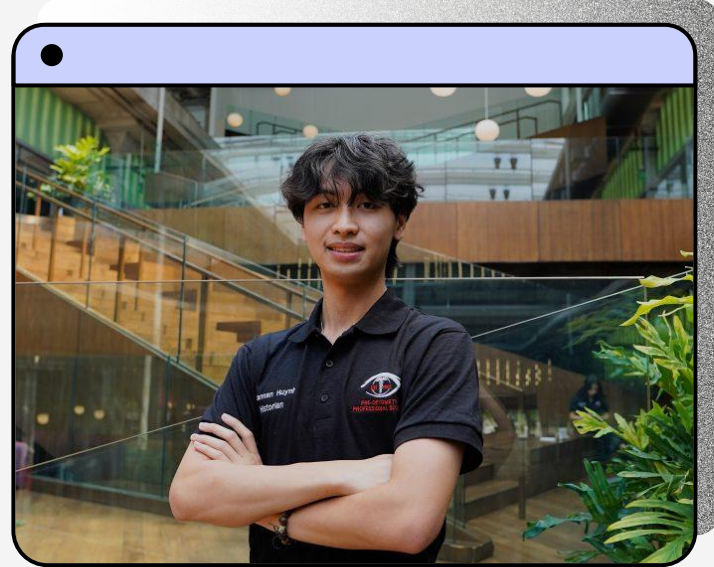
Internal Relations Chair

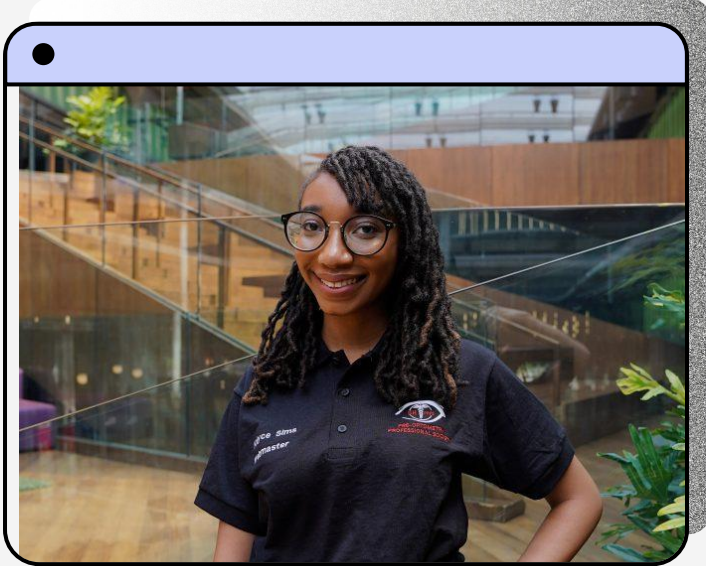


- ❖ Organizes and is team captain of IM Sports
- ❖ Makes families with the help of the PR chair
- ❖ Plans End of the Year Banquet with PR chair and historian
- ❖ Create flyers to get members to join

Historian

- ❖ Captures photos and videos
- ❖ Receives and uploads member photos
- ❖ Manages social media
- ❖ Updates the POPS board at the carrel space annually
- ❖ Plans the End of the Year Banquet with the PR and IR Chair
- ❖ Creates slideshow recap with Webmaster





Webmaster

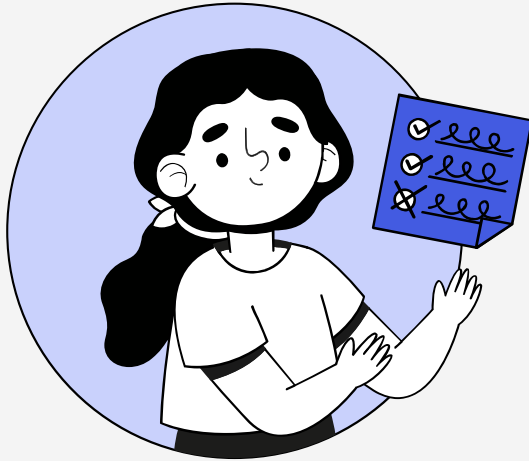
- ❖ Designs a user-friendly website according to the color theme (based off shirt)
- ❖ Updates the website with current information from officers, points, and events
- ❖ Conducts the T-Shirt Design Competition every summer
- ❖ Creates slideshow recap with Historian

DOES BEING AN INTERN MEAN I HAVE TO RUN FOR OFFICE?

No! Internships give you a good taste of what being an Officer is like, but it also teaches you leadership skills and is something you can put on your resume! It also helps you get close with the Officer team and other Interns!



WHAT TO EXPECT AS AN INTERN



Mandatory Spring Meetings



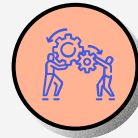
Interns are required to attend 2 meetings in the Spring. Dates TBD.

Intern Assignment(s)



Your Officer(s) will assign you tasks that pertain to your intern position.

Collaborative Assignment(s)



You will collaborate with other Interns to work on a task (or two) together.

Feedback



Your Officer(s) is/are available to provide you feedback and answer your questions at any time.

POPS INTERNSHIP TIMELINE

01

Submit Application

Pick your top 3 positions and submit by Dec 20 at 11:59 PM. You will only be assigned 1 position.

02

Attend 2 Mandatory Intern Meetings in the Spring

Once chosen, Interns are required to attend 2 meetings in the Spring to (1) be oriented, and (2) check-in with progress.

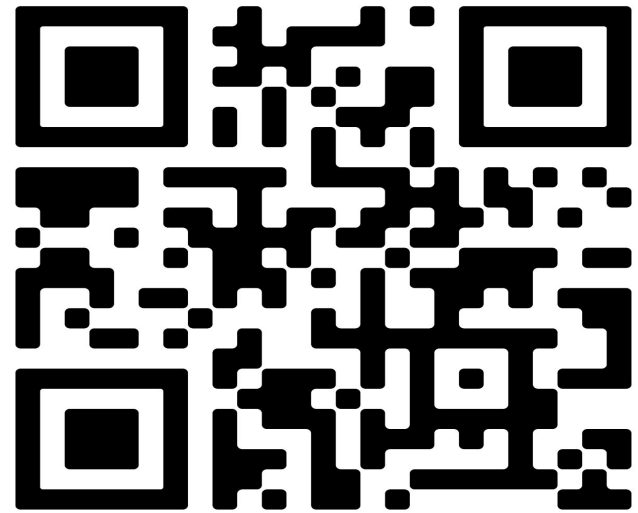
03

Complete your Assignment(s)

Your Officer(s) will assign you duties or tasks to complete. Complete them by March 16 at 11:59 PM (last Sunday of Spring Break).

Intern Application

Due December 20
@11:59 PM

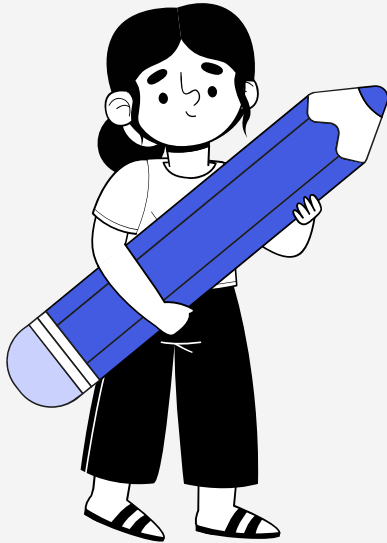




Q: DO I HAVE TO BE AN INTERN TO RUN FOR OFFICE?

A: NO, BUT IT HELPS DURING ELECTIONS!

WHAT ARE ALL OFFICERS REQUIRED ATTEND?



Meetings

Officers must attend ALL General & Officer Meetings for both semesters.



Bake Sales

Officers must attend ALL Bake Sales. There are at least 3 Bake Sales a semester.



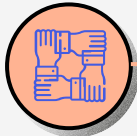
Major Events

Officers must attend TOA, Spring Conference, Banquet, and at least 1 Major Volunteering Event a semester.

WHAT MAKES A GOOD OFFICER/LEADER?

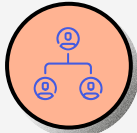
Teamwork

Listens to others and makes plans



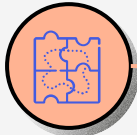
Sociable

Friendly; greets others



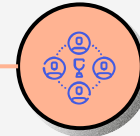
Detail-Oriented

Pays attention and double-checks work



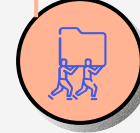
Initiative

Recognizes issues & takes action



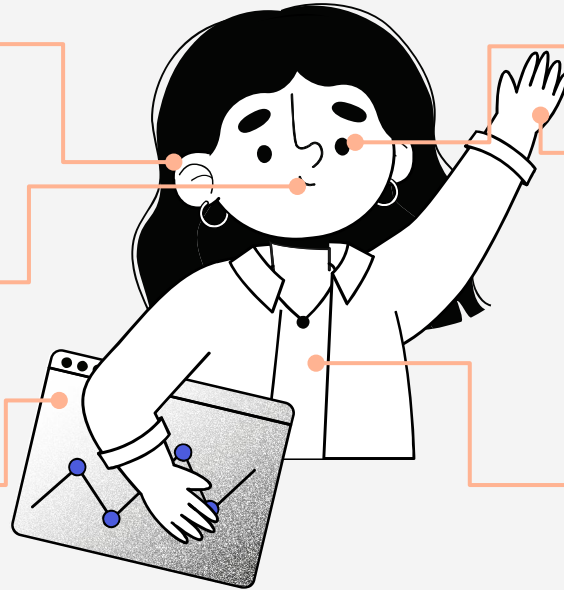
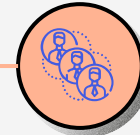
Organized/Timely

Completes tasks on-time



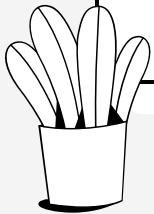
Kindness

Has a big heart and is willing to help!



CYCLE OF A POPS OFFICER

TURNOVER #1	FALL	SPRING	TURNOVER #2
Receive diary/guide	Cat's Back	Keep up the good work!	Finish diary/guide
Summer officer meeting	Work as a team	Prepare for elections	Orient your new officer(s)
Officer portraits	TOA planning	Spring Conference & Banquet planning	Relax or move on to the next position!



OFFICER GUIDE/DIARY

Each officer has a Gmail account with everything in their Drive. The most important document is the diary! The diary includes:

- Information from past officers such as
 - Their timeline/duties
 - Tips, tasks, and things to do

Whenever officers need help, they refer to the officer guide to stay on track or to trace steps that were done the previous year(s).

Dear 2022/2023 Historian,

Congratulations on being elected! This position is really fun and I hope that you also have a great time with it! I love how I had a lot of creative freedom in this role. Being an officer really helped me get out of my comfort zone and get to know a lot of members! Make sure to be social and talk to everyone!

Here is the diary of my duties. Refer back to it as needed, especially when big events are close. In the Officer Guide, you'll also find flyers & post examples. You can get some inspiration from them or create it your own way. You have all the freedom and flexibility with this position, so make it yours.

If you ever have any questions about anything, feel free to reach out to me (: We will be having an officer group chat soon so stay tuned.

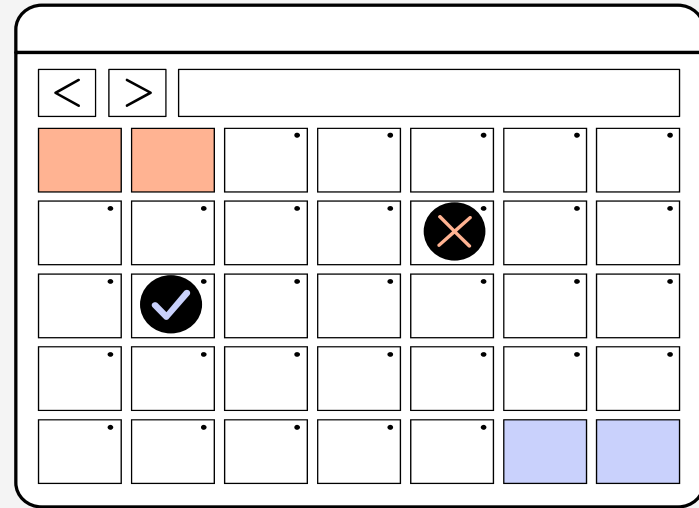
General Officer duties:

- As an officer, you need to be responsible for attending/being in charge of:
 - **Gmail**
 - Respond to emails (and any message) within a short period of time
 - If you need to send out invitations or have tricky questions/responses, look at past emails
 - **General Meeting and Officer Meetings**
 - GM: every other Wednesday
 - Get there at least 30 minutes before



TIME MANAGEMENT! DON'T NEGLECT SCHOOL!

School comes first and grades are one of the key factors to being a competitive applicant in Optometry School (and any other Professional Program). It's easy to get lost in your duties but make sure to maintain your studies!



HOW CAN I RUN FOR OFFICE?

01

Apply

Fill out the application in its entirety.

02

Interview

President and/or VP + the Officer(s) of the position will conduct the interview.

03

Points

You must have at least 100 points by Election Day.

04

Elections

You have 3 minutes to present why you're fit for the position!

2025 Election Timeline

Apply

Officer applications due March 23 at 11:59 PM. It will be available on February 28.

Interview

In-person interviews held March 24-28. Choose your top 3 dates & times when you submit your application.

Election Day!

April 2nd at 5:30 PM in UHCO TSO (where we usually hold our General Meetings). Must have 100+ points on this day.

WHAT HAPPENS IF I DON'T GET ELECTED?



Don't lose hope! Find support in POPS!

Losing sucks, but don't sweat it and don't quit! Think about the great things in POPS like socials, TOA, Spring Conference, Banquet, etc.

You don't want to miss out!



Grow and figure out how you can improve.

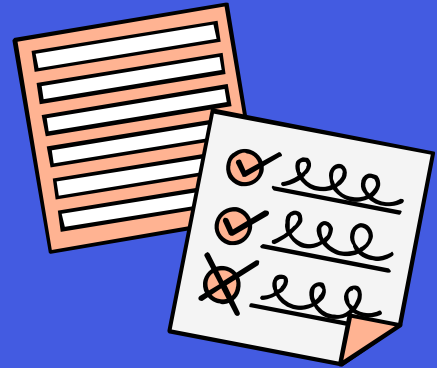
Some Officers had to try multiple times to get their position! Recognize the areas you're lacking in and tackle them next year.

You'll do great!



THAT'S ALL!
THANK YOU!

Questions?





KAHOOT TIME!

SIGN-OUT

