

Mission Statement for PHMN:

The Pre-Health Mentor Network was established to build connections among pre-health students, and offer guidance to those at all educational levels about their respective path in healthcare.

More Information/Updates:

For more information and updates please follow our facebook and instagram pages @prehealthmentornetwork or reach out to us at phmnorg@gmail.com with any questions you have.



Officer Position Descriptions:

Please read the descriptions below and apply for the position(s) that best suit your interests! Positions marked with a * are not available for the 2021-2022 school year. **ALL applications due April 25th at 11:59pm.**

- ***President:** Will delegate administrative tasks to the rest of the executive board. Responsible for coordinating all executive board meetings and general body meetings. The main entity that will match high school students with mentors based on the responses generated from both parties. Secondary person to reach out to high schools if necessary. Main point of contact for the faculty advisor and will update her atleast monthly on club progress.
- ***Vice President:** Main responsibility is maintaining and building connections with other university student organizations. Communicates often with the President to ensure smooth occurrence of club meetings, board meetings, etc. Looks over matches made by the president and offers advice/ guidance as needed.
- **Social Media/ Marketing Chair:** Will take care of the club's Instagram account. Responsible for creating aesthetic infographics to post on the club's social media accounts. Communicate heavily with the secretary and president to discuss any new information regarding the club that should be posted on social media. Has a large role in professionally reaching out to college students through social media to help the club recruit new members.
- ***Treasurer:** Creates the budget for the school year. In charge of tracking all expenses and any form of income. If needed, will plan fundraisers every semester to host events, recruit new members, etc. Since this position is currently dependent on campus protocol/ funding, the treasurer for Fall 2022 will be responsible for the evaluation of satisfaction of both the mentors and mentees in the club (TBD depending on amount of resources allocated/ COVID protocol). Additional role include managing the Buddy System.
- ***Secretary:** Responsible for taking notes at every board meeting and posting them on the club Google Drive for the board to have access to. Also, the secretary must take notes at all the GBMs, information sessions, etc. so that the eboard can have a collective record of

progress being made within the club. Responsible for managing the mailing list. Additional role includes managing the Buddy System.

- **Public Outreach Chair (2):** Responsible for establishing and maintaining connections with various high schools the club is interested in working with (schools will be discussed further soon). Reach out to high school administration via email, phone call, video conference call, etc. and explain the goal of the club and if the school would be interested in participating. For all existing school partners, check in with administration at least once per month to see if more students are interested and ask for their overall feedback. Report all updates to the President and Vice President; discuss progress at board meetings. *Note: Only 1 spot open for the upcoming year*
- **Event Chair:** Responsible for organizing all events that PHMN sponsors. The event coordinator must come up with ideas for social and professional events throughout the school year and present them to the board at meetings for approval. Once events are agreed upon by the board, the event chair must ensure the smooth execution of all events. All updates for events must be reported to the President and Vice President.
- ***Representatives:** School representatives will be responsible for recruiting members at their respective university to join PHMN as mentors. They will report all efforts to increase engagement at their respective university to the President and Vice President.

Thank you for reading through the different positions! If you are interested in applying for any of these positions please follow the link below to fill out the Officer Application!

<https://forms.gle/KyKEUkBOYFtxQTDp7>

