

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ASCE STUDENT CHAPTER



Officer Board Application

2020-2021

Version 2.0
Revised March 19, 2020

CPP ASCE Officer Board Application 2020-2021

Prospective Officer Information

Dear Prospective Officer,

I appreciate your interest in becoming an officer of the CPP ASCE Student Chapter. This unique opportunity will allow you to develop yourself in many ways, as well as provide a great service to your fellow classmates. Our ASCE Student Chapter is one of the strongest in the nation, and this is only made possible through the hard work of our members, officers, faculty and department.

Opportunities like this do not present themselves often and the experience of being on the ASCE Officer Board is very fulfilling. Becoming an officer is a great way to grow personally and professionally, expand your knowledge of ASCE, and create relationships that will last a lifetime.

Again this is a unique opportunity to be a part of our Officer Board for the upcoming year. I highly encourage you to apply and put forth your full effort as selection could become very competitive. Becoming an ASCE officer will benefit you in many ways and I look forward to reading your application. Please read and complete the following information thoroughly. You only need to submit the last page.

Sincerely,



Matthew Jacobson, S.M.ASCE
President ASCE Student Chapter, 2019-2020
California State Polytechnic University, Pomona
cppasce.president@gmail.com | (909) 693-2699



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Officer Duties and Eligibility

Please review the full excerpt from the Student Chapter Constitution & Bylaws for officer position eligibility guidelines, duties and responsibilities. Below is a summary of the most important information.

Article V – OFFICERS

Section 2 – General Duties.

The Student Chapter Officer Board shall be responsible for planning, organizing and executing all Student Chapter affairs, programs and events while setting an example of professionalism and leadership. These duties include, but are not limited to the following:

1. Attendance. Must attend all Class I events, three-fourths (3/4) of Class II events, one-half (1/2) of Class III events and one-fourth (1/4) of Class IV events; AND
 - 1.1. Annual Events. Attend the Annual Officer Retreat, Pacific Southwest Conference (PSWC), Alumni Golf Tournament and the Department Banquet; AND
 - 1.2. Meetings. Be available during U-Hour on even Tuesdays and Thursdays throughout the academic year in order to attend Officer and General Meetings; AND
 - 1.3. Registration Booth. Work four (4) thirty-minute (30) booth shifts per week during booth weeks
2. Paperwork. Submit ASCE, ASI, OSLCC, University and CSU paperwork within two (2) Officer Meetings for affairs, events and programs falling under their jurisdiction; AND
3. Officer Meeting Minutes. Complete Officer Meeting Minutes one (1) hour prior to any Meeting; AND
4. General Meeting Slides. Complete Slides by 11:59 PM the Tuesday prior to any meeting; AND
5. Transition Notes and Meeting. Complete Officer Transition Notes by the 13th Officer Meeting in the Spring Semester. Have a Transition Meeting with the incoming Officer for their position by April 30th.

Section 3 – Specific Duties.

Please review the Student Chapter Constitution & Bylaws excerpt for full position duties.

Section 4 – Eligibility.

Officers shall maintain the following qualifications during their tenure to remain eligible for their respective Office.

1. University Standard. At the time of assuming office and during tenure in Office, Officers must meet all of the eligibility requirements as stated by the University: Officers must meet a minimum 2.0 term and cumulative GPA; be enrolled in at least 6 units (undergraduate students) / 3 units (graduate students) during office; and be in good judicial standing with the University.
 - 1.1. Additional Standard. The Student Chapter will enforce an additional minimum 2.5 term and cumulative GPA that is to be monitored by the Faculty Advisor. If an Officer's academic performance suffers during their tenure, the Faculty Advisor has the right to suspend or remove.
2. Additional Requirements. Student Chapter Officers must be paid registered Active Student Chapter Members and Society-Level Student Members.
 - 2.1. Officer Board. Student Chapter Officers may only have one (1) additional board position for another club or organization on campus. Prior to accepting a second board position for another club or organization on campus, the Officer must have a consultation meeting with the current President, President-Elect and Faculty Advisor.

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Submission Guidelines and Requirements

Submission Guidelines

Application, Questionnaire and Resume

Completed applications with questionnaire and resume are due in PDF format and are to be submitted via email to the CPP ASCE President, Matthew Jacobson at cppasce.president@gmail.com. Please title your application and email subject line “ASCE Officer Application - FirstName LastName”.

Unofficial Transcripts

Unofficial Transcripts are due in PDF format and are to be submitted via email to the Faculty Advisor, Dr. Seema C. Shah-Fairbank at shahfairbank@cpp.edu by the corresponding date listed below. Please title your transcript and email subject line “ASCE Unofficial Transcript - FirstName LastName”.

Elected Positions

Please make sure to submit the following by **11:59 pm on Wednesday, March 25, 2020:**

- Unofficial Transcript
- Complete Officer Application (Application Form, Questionnaire and Resume)
- *Personal Statement and Headshot - New Requirement*
 - Elections will take place online using candidate personal statements of 200 words or less
 - Sample Candidate Statements and Headshots can be seen from the [ASI Elections here](#)
- Nominations will take place at ASCE’s 11th General Meeting on Thursday, March 12 during U-Hour in 15-1807 OR can submitted via email with a completed application by March 25, 2020

Appointed Positions

Please make sure to submit the following by **11:59 pm on Friday, April 17, 2020:**

- Unofficial Transcript
- Complete Officer Application (Application Form, Questionnaire and Resume)
- Interviews will take place on a time to be determined on Saturday, April 25, 2020
 - Interviews will be conducted via Zoom calls

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Application Timeline

CPP ASCE is committed to protecting the health and safety of our members and event participants. In response to the developing situation of the coronavirus (COVID-19), we have closely monitored the situation with the University and the CSU along with state and federal officials. Under the current direction and instruction from both [campus administration at Cal Poly Pomona](#) and [the CSU](#), there are several changes that have been made to the way we will conduct our application, election and interview process. Please review the modified application timeline below.

Date	Event or Deadline
Wednesday, March 25, 2020 (Week 10)	Elected Position Nominations/Applications Due by 11:59 pm
Thursday, March 26, 2020 (Week 10)	Elections Voting Begins at 7 AM (Slides & Voting Posted Online)
Friday, March 27, 2020 (Week 10)	Elections Voting Closes at 11:59 PM
Friday, April 17, 2020 (Week 12)	Appointed Position Applications Due by 11:59 pm
Saturday, April 25, 2020 (Week 13)	Appointed Position Interviews (Time TBD)
Tuesday, April 28, 2020 (Week 14)	14th Officer Meeting - Officer Transitions (Hosted via Zoom)
Thursday, April 30, 2020 (Week 14)	14th General Meeting - Officer Intros. (Slides Posted Online)

Contact Information

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(909) 693-2699

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Frequently Asked Questions

Below are some common questions regarding the officer application. If you have any additional questions please contact Matthew Jacobson, President at cppasce.president@gmail.com for review.

Question: What is my class standing?

Answer: Please indicate your class standing as of Fall Semester 2020.

Question: What should I base my housing and work answers off of?

Answer: Please indicate your housing plans for Fall Semester 2020. Again for work, please indicate your plans for the fall semester and estimate how many hours you anticipate working.

Question: Do I have to be a CPP ASCE Member to apply?

Answer: Yes. If you are not already a member and would still like to apply, you must pay and apply before the application deadline.

Question: Are the references required?

Answer: No, but they are highly encouraged.

Question: If I am applying for more than one position, do I get 500 words for each?

Answer: No, either write about the position you want most or briefly write about all positions within 500 words.

Question: Can I apply for both an elected and appointed position?

Answer: Yes, if you do not receive an elected position you are able to then run for an appointed position.

Question: If I am elected or appointed for an officer position do I have to attend anything this year?

Answer: Yes, if elected or appointed you would attend the 14th Officer Meeting on Tuesday, April 28 as part of our Officer Board Transitions.

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Application Form

Applicant Information

Applicant Name: _____

Major and Option: _____

CPP GPA: _____ Core GPA: _____ Units Completed: _____

Class Standing (Soph/Junior/Senior): _____ Projected Grad Date: _____

Projected Unit Enrollment (Fall/ Spring): _____ / _____

Phone Number: _____ CPP Email: _____

CPP ASCE Member (Y/N)? _____ Years Involved: _____ Involved in an ASCE committee (Y/N)? _____

Do you live on campus? Yes | No

Do you work? Yes, _____ hours | No

Position Applying for (1st Choice): _____

Position Applying for (2nd Choice): _____

Position Applying for (3rd Choice): _____

Questionnaire (Please limit each response to 500 words, typed)

1. Why do you feel that you are the ideal candidate for this position? Becoming a CPP ASCE Officer requires dedication, hard work, enthusiasm, innovation, and teamwork skills. Explain a time when you demonstrated these characteristics.
2. What are your future intentions for ASCE involvement? If elected/appointed, what new ideas do you have to bring to ASCE?
3. Is there any other personal information you would like to share?

Applicant Consent

I have read and understand the general duties and eligibility requirements associated with holding an Officer position and declare that I am willing and able to perform the duties of my desired position(s). I am aware that all information I disclose will only be reviewed by the Faculty Advisor and Executive Board of Directors. All information will be kept confidential by all parties who review this application.

Signature: _____ Date: _____