



STUDENT OFFICERS for 2025 – 2026 TXCPA Houston Student Auxiliary

Are you an accounting student for the year 2025-2026? Do you want to help your student auxiliary grow while having a say in the discussion topics for the year? Are you planning to pursue your CPA after graduation?

We're looking for students who are eager to collaborate with fellow students and professional members to shape plans for the upcoming school year. Apply now to be part of the leadership team!

Steps to becoming an officer:

- Submit your current resume and cover letter as instructed below.
- Participate in a virtual interview with TXCPA Houston in May.
- Provide a letter of recommendation from your accounting professor (your professor may send it separately).
- Receive an invitation from TXCPA Houston for your preferred or another available student officer role.
- If selected, attend this year's wrap-up meeting to review successes and discuss improvements for the upcoming year.

Officers will attend a full-day planning retreat (Saturday) in June and regular meetings as scheduled, in addition to 2025 - 2026 programs. Please contact Carol Spencer, cspencer@txcpahouston.cpa if you have questions.

***Open positions and current duties include:**

President

- Oversee and coordinate the activities of all Student Auxiliary officers.
- Provide leadership and guidance for all Student Auxiliary events and projects.
- Maintain communication with the Staff Liaison and Steering Committee leadership as needed.
- Prepare agendas and lead meetings for Student Auxiliary officers and the Steering Committee.
- Facilitate and preside over Student Auxiliary meetings.

Vice President of Operations

- Represent the Student Auxiliary Officers in the President's absence.
- Plan and organize regular professional meetings for the Student Auxiliary.
- Work with other officers and students interested in serving as panel discussion moderators.
- Track attendance using Google Drive.
- Report attendance to the President, Staff Liaison, and Steering Committee Chair after each event.

Vice President of Development

- Develop a strategy for growth and engagement initiatives, subject to approval by the officers and Steering Committee.
- Oversee the implementation of approved development initiatives.
- Ensure event logistics run smoothly by coordinating greeters, directional assistance, and participant registration.
- Work with TXCPA Houston to recruit and prepare TXCPA Campus Ambassadors.
- Lead all Campus Ambassador meetings.
- Act as the primary liaison between the Campus Ambassador program and Student Auxiliary officers.

Vice President of Marketing

- Collaborate with the Staff Liaison to develop materials for campus recruiting.
- Maintain a contact list of accounting professors, deans, and student accounting organizations.
- Capture and collect photos from Student Auxiliary events and submit them to TXCPA Houston.
- Design and distribute post-event surveys to gather participant feedback as needed.
- Coordinate website updates and communications with the Staff Liaison.
- Assist in creating sponsorship promotional materials and communications on behalf of the Student Auxiliary and its officers.

*All officer descriptions are subject to change after officer candidate interviews.

TO APPLY: Submit the following:

- your current resume
- your accounting professor's letter of recommendation
- cover letter regarding the position in which you are interested and why your educational, work, and volunteer activities make you a good fit for the position.

Email files (PDF or MS Word) to: Carol Spencer cspencer@txcpahouston.cpa