Hello!

First, I want to thank you for considering applying to be on the Student Activities Council Executive Board for the 2016-2017 year! As a member of SAC Exec, I have learned more than just event planning. I have gotten a chance to develop myself both as a student and as a leader. For me though, SAC is about more than just the development opportunities I have been provided. It has been about the incredible bonds and friendships I have made as a result which only improved by being a member of the board. I have made memories that will last a lifetime and I know you can too.

To get you more acquainted with the responsibilities of an executive board member, I have included the following in this packet:

- Executive Board Application Checklist
- Overview of the SAC Structure
- Sample Chairperson Acceptance Letter, outlining expectations
- Chairperson Event Responsibilities
- Chairperson Application

If you find that you have questions that are not answered by this packet, please do not hesitate to contact me. Whether they are about the restructure, chairperson requirements, or questions about SAC in general, I am here to answer them. Good luck with your application!

In Shocker Spirit,

Logan Pohl
President, Student Activities Council
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Executive Board Application Checklist

☐ Read and understand this packet 😊

☐ Submit your application packet; which includes

☐ Applicant Details (page 9)

☐ Typed Responses to Application Questions (page 10)

☐ Resume

☐ Turn in completed application packet to Student Involvement, RSC 216 no later than Wednesday, February 24 by 5:00pm. When you turn in your application:

☐ Sign up for a pre-interview orientation

☐ Sign up for an interview with the executive board. Interviews will take place Friday, February 26 at 2:00 p.m.

Important Dates to Remember

- Applications Deadline – Wednesday, February 24, 2016
- Officer Interviews – Friday, February 26, 2016 beginning at 2:00pm
- Executive Board Meeting – Thursday, March 24, 2016 from 3:00pm to 5:00pm.
- End of the Year Banquet – Saturday, May 7, 2016
- Official Start – Friday, May 13, 2016
- Student Involvement Leaders Retreat – Friday, May 20 – Saturday, May 21, 2016
SAC Structure

- With our current structure, we have six programming chairpersons. These chairpersons will put on SAC programs pertaining to their functional area with the help of SAC members and the Executive Board.
- This is a chart of the current Executive Board structure:

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President
Vice President of Membership
Vice President of Marketing
Arts & Leisure Chair
Family & Commuter Chair
Films Chair
Interactive Programs Chair
Stage Chair
Talks & Topics Chair
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- **SAC Members** attend weekly General Member meetings and complete at least one additional SAC commitment per week. This gives members an opportunity to fulfill their SAC duties in a flexible manner that fits their interests but also allows multiple avenues to maintain involvement and develop their knowledge of SAC.
- Program selection will be done with the assistance of the advisor and the Executive Board. The chairperson will work with their advisor to develop their programs for each semester and then present their proposed events to the Executive Board to create a functional calendar that fulfills each chairpersons’ requirements and the overall goals and mission of SAC. There will be a brainstorming process prior to both calendar planning sessions to allow chairpersons to give and receive event ideas for other functional areas.
- Each chairperson will have assigned Fall and Spring semester required events that they must put into their semester plans and will be a mandatory part of the overall SAC Calendar.
- Although chairs will not have a standing committee, they may have temporary committees for certain programs depending on needs.
General Duties of Officers

- Maintain a GPA of 2.50 or above.
- Develop members of the Executive Board through workshops, trainings and retreats.
- Attend the Student Involvement Leaders Retreat on May 20 & 21, 2016 at Camp Wood
- Help SAC members develop their leadership potential.
- Actively recruit new members for SAC.
- Support SAC programs, the Executive Board and SAC members.
- Serve as a member of the SAC Executive Board and attend two hour weekly Executive Board meetings.
- Attend one hour weekly General Member meetings.
- Maintain the regularly scheduled office hours as per officer role.
- Meet with their Coordinator for Student Activities (advisor) on a regular basis.
- Meet on a regular basis as an Officer team.
- Work with Coordinator for Student Activities or designee on administrative matters.
- Maintain contact with committee Chairpersons and advisors on programmatic and organizational matters.
- Establish and maintain SAC policies and procedures.
- Plan the annual SAC Banquet.
- Serve as a voting member of the RSC Board of Directors.
- Take on responsibilities of advising in absence of all advisors.
- Ensures the SAC suite is maintained and kept presentable.
- Adhere to the expectations set by the Executive Board and all expectations outlined in the constitution, by-laws and policies.
- Attend all mandatory events throughout the year.
- Assist in the training of the incoming Executive Board after selections and attend a transitional workshop to facilitate the change of leadership if one is scheduled.
- Other duties as required by the Coordinators for Student Activities or designee.
Duties of the President

- Maintain a minimum of fifteen regularly scheduled office hours per week and maintain regular communication with all necessary parties.
- Chair Executive Board and Officers and Staff Advisory Council meetings.
- Oversee selection processes for Executive Board positions and any Executive Board vacancies which may arise.
- Prepare the agenda for Executive Board meetings.
- Review and evaluate the SAC Constitution and By-laws on a continual basis.
- Serve as a resource person for other student organizations on campus.
- Administer the annual SAC budget development process.
- Appoint SAC representatives to other campus bodies as required.
- Facilitate the Co-Sponsorship process.
- Manage the SAC email account.

Duties of the Vice President of Membership

- Maintain a minimum of thirteen (13) regularly scheduled office hours per week.
- Assume the responsibilities of the President in his/her absence at the discretion of the Officers and Staff Advisory Committee.
- Plan educational workshops and retreats for SAC members.
- Plan additional activities for membership development.
- Facilitate orientation process for new members.
- Maintain up to date SAC membership records.
- Maintain frequent communication with members about upcoming events, volunteer and development opportunities through email and Facebook group.
- Maintain retention efforts.
- Prepare the agenda for General Member meetings.
- Chair General Member meetings.
- Keep official record of voting activity/minutes during Executive Board and Officers and Staff Advisory Council meetings.
Duties of the Vice President of Marketing

- Maintain a minimum of thirteen (13) regularly scheduled office hours per week.
- Assume some of the responsibilities of the President in his/her absence at the discretion of the Officers and Staff Advisory Council.
- Facilitate marketing trainings for Exec and members.
- Oversee overall image and brand of SAC.
- Coordinate recruitment efforts for SAC.
- Coordinate the design and distribution of promotional publications.
- Serve as a resource for promotions and marketing related issues for SAC.
- Supervise SAC’s event publicity efforts.
- Meet regularly with Chairpersons to review event publicity.
- Manage, promote and recruit through SAC’s online presence through the SAC website and utilization of other forms of social media.
- Appoint and work with a Social Media Chairperson to oversee online presence, as needed.

Benefits of being an SAC Officer

- At least one full-time advisor will be assigned specifically to you to assist and guide you with the event planning process throughout your Executive Board experience.
- Retreats and leadership opportunities are provided to the SAC Executive Board through SAC and through Student Involvement.
- Opportunities to develop skills that are transferrable to the real world. These include but are not limited to: leadership, program development, and marketing experience.
- Opportunities to attend conferences and/or workshops will be provided free of charge.
- A scholarship will be awarded at the end of the fall and spring semesters following a successful performance assessment.
- Opportunities will be provided for cooperative education credit.
- Direction and support in working with and developing SAC members.
- Opportunities to serve on university sponsored committees such as Prevention Services Advisory Board and Rhatigan Student Center Board of Directors.
- When you sit in a room with the same seven people every week for a year, you kind of become best friends (and there are holiday parties). 😊
2016-2017 Executive Board Acceptance Letter

I, __________________________ am accepting the position of __________________________.

With the acceptance of this position, I hereby agree to:

1. Commit to a one year term as SAC Executive Board Member, which spans from May 2016 to May 2017.
2. Maintain a cumulative GPA of at least 2.5.
3. Remain enrolled at least as a part-time student during the fall 2016 and spring 2017 semesters.
4. Maintain a minimum of ten office hours per week during the academic year, maintain a minimum of five office hours per week during the summer.
5. Serve as a member of the Executive Board.
6. Attend two hour weekly Executive Board meetings.
7. Attend one hour weekly General Member meetings.
8. Chair committee meetings when applicable.
9. Help SAC members develop their leadership potential.
10. Plan and coordinate about eight events per semester.
11. Support SAC programs and committees.
12. Attend all mandatory events and retreats.
13. Adhere to the expectations set forth by the Executive Board and all expectations outlined in the constitution, by-laws, and policies.
14. Maintain regular communication with my advisor(s) and the Executive Board.
15. Assist in the training of the incoming Executive Board after selections and attend a transitional workshop to facilitate the change of leadership if one is scheduled.
16. Complete other duties as assigned.

I understand the obligations of Student Involvement and Student Activities Council are to:

1. Provide at least one full-time advisor assigned specifically to me.
2. Plan retreats and leadership development opportunities.
3. Provide opportunities to attend leadership conferences and/or workshops free of charge.
4. Award a scholarship at the end of the fall and spring semester following a successful performance assessment.
5. Provide opportunities for co-operative education credit.
6. Provide guidance and support in planning events.
7. Provide direction and support in working with and developing SAC members.
8. Provide opportunities to serve on university sponsored committees.

By signing this document, I fully understand and commit to the aforementioned.

________________________  __________________________
Signature             Date
Applicant Details

Name: ________________________________________________________________

Street Address: ________________________________________________________

City: ___________________________ State: _______ Zip: ______________________

myWSU ID: _____________________ Primary Phone: _________________________

Cumulative GPA: ______________ Major: _________________________________

Number of Semesters at WSU: _____ Estimated Date of Graduation: __________

E-mail Address: _________________________________________________________

Class Standing:

___ Freshman      ___ Sophomore      ___ Junior      ___ Senior      ___ Graduate Student

Please select the position(s) for which you are applying:

___ President      ___ Vice President of Membership      ___ Vice President of Marketing
1.) Please answer the following questions on a separate sheet of paper (*typed*):

- Why are you interested in your preferred position?
- Why are you qualified for this position?
- What are your plans for the position you are applying for?
- What are your strengths and how will they help you succeed in this position?
- What other time commitments do you have for the upcoming year?
- What do you feel are the responsibilities of this position?

2.) **Provide a resume.** We encourage you to visit the Career Development Center (Brennan Hall III) for information on developing a resume if you need assistance.

3.) Please return this application and supplemental materials to Student Involvement, RSC 216 and sign up for a pre-interview orientation and interview.

- Applications are due on Wednesday, February 24 by 5:00pm
- Interviews will be held Friday, February 26, beginning at 2:00pm

By signing below, I understand the following:

- I authorize Student Involvement Program Advisors or SAC officers to verify that my GPA is at least 2.5.
- That I am required to have a pre-interview orientation with the President or a Program Advisor prior to interviewing.
- That mandatory executive board meetings will be held on Fridays afternoons from 1:00 pm to 3:00 pm.
- That mandatory weekly General Member meeting times will be decided based on the availability of the 2016-2017 Executive Board.
- I agree to the information and expectations outlined in the Officer Information Sheet.

______________________________  __________________________
Signature             Date