



## **Executive Board Position Guide**

**2022 - 2023**

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# Letter from the President

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Hello!

On behalf of the current Student Activities Council Executive Board, I would like to thank you for considering the open positions in our organization! The Executive Board team of the Student Activities Council is essential to the function of the organization and for creating a vibrant campus culture through the implementation of major campus programs. Leaders in SAC gain essential skills in event planning, management, team development, communication, marketing, and much more! With the support of your fellow officers, chairpersons, and advisors you will have the opportunity to make a positive impact in the Shocker community while developing members into student leaders.

While it can be difficult balancing school, extracurricular activities, and your personal life. SAC provides an incredible home away from home that leads to development opportunities and strong bonds with lifelong friends. College may only last for a few years so I challenge you to make them count and make memories with SAC that will last a lifetime!

If you have any questions that are not answered in this packet or you are considering applying but would like to talk to an officer or advisor, please do not hesitate to contact us.

In Shocker and SAC Spirit,

**Maureen Wetta**

President, Student Activities Council

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**Connect with us**



# About SAC

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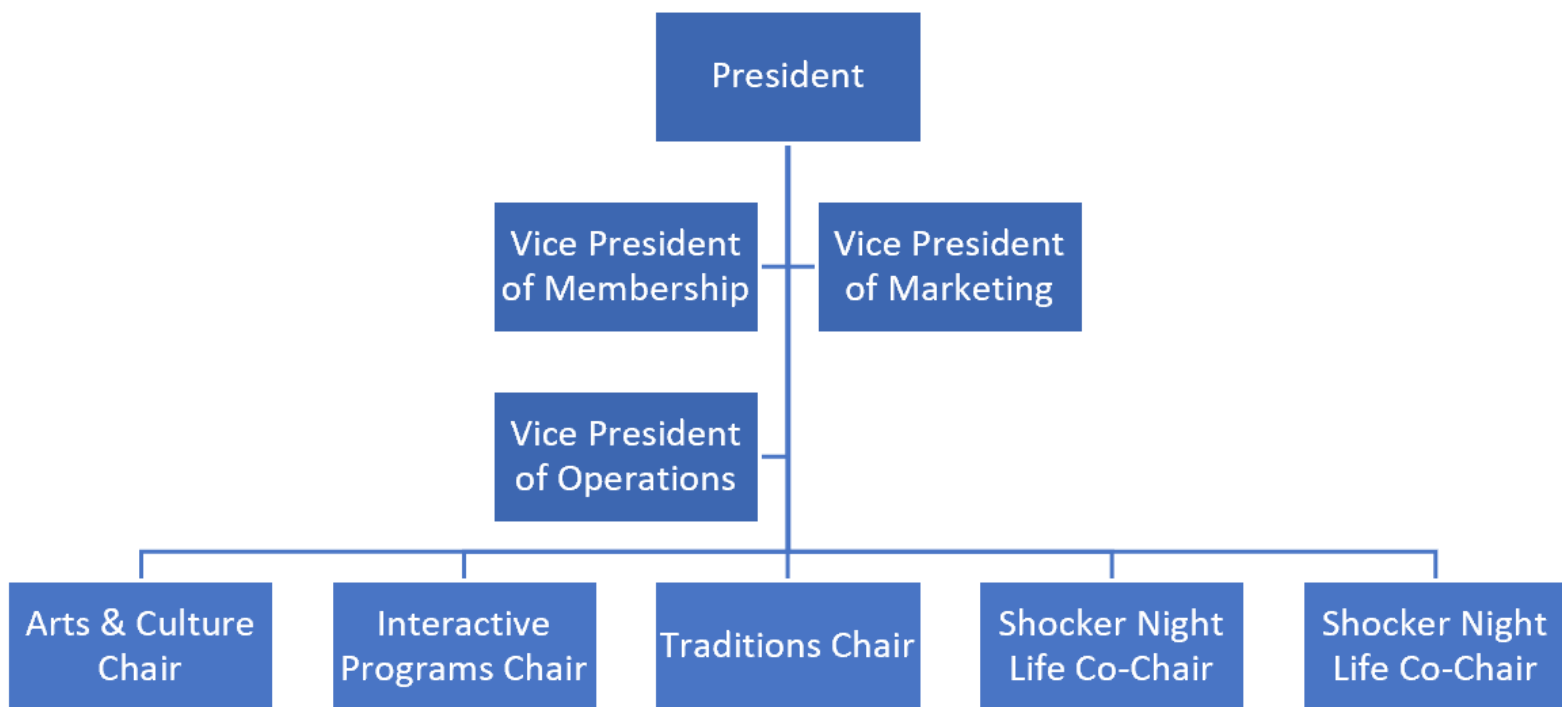
## Mission

Educate, entertain, and enhance the Shocker experience by planning versatile programs and creating student leaders.

## Vision

Provide the most enhanced programs and leadership opportunities for Shocker Nation.

## Organizational Chart



## Exec Board Experience

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### **SAC Executive Board Work Environment**

These positions operate in a semi-professional, fast-paced environment. While in office hours, time should be spent on SAC-related tasks. The Student Activities Advisors(s), Executive Board, and SAC members rely on effective communication to operate. Projects and duties may often be collaborative in nature and require teamwork and delegation skills. Every executive board member is held to a high standard of integrity and initiative-taking.

### **Executive Board Preferred Skills & Experiences (not required)**

- Previous event planning and programming
- Innovative and creative thinker
- Creative problem solving
- Understanding of the interests of WSU's student body

### **Executive Board Members Gain Skills In**

- Collaboration
- Communication: Written and Oral
- Customer Service
- Critical Thinking
- Decision Making
- Emotional Intelligence
- Facilitation
- Problem Solving
- Professionalism
- Team development

# Officer Requirements

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The officer team provides strategic planning for the organization in the planning of events, recruitment, and retention of members

## General Duties of Officers

- Maintain a GPA of 2.50 or above
- Serve as a member of the SAC Executive Board and Officers & Staff Advisory Council, attend two-hour weekly Executive Board meetings, two-hour weekly Officer and Staff meetings, and two-hour weekly Member/Committee meetings
- Develop members of the Executive Board through workshops, training, and retreats
- Help SAC members develop their leadership potential
- Actively recruit new members for SAC
- Maintain the regularly scheduled office hours outlined for each position
- Meet with an assigned advisor for a 1:1 meeting for one hour each week
- Work with an advisor on administrative matters
- Maintain contact with Chairpersons and advisors on programmatic and organizational matters
- Establish and maintain SAC policies and procedures
- 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
- Assist in the strategic planning, goal setting, and advancement initiatives of SAC
- Allocate and use the budget in a responsible manner
- Other duties as required by the advisor(s)

## Benefits of being an SAC Officer

- Opportunity for a zero-credit internship at Wichita State University
- Stipends are awarded each semester and officers will receive up to \$2000 for the year
- Membership in the National Association for Campus Activities (NACA) and the opportunity to attend a conference through NACA
- Networking opportunities within university-sponsored committees and beyond
- Officers gain experiences with event planning, curriculum design, and budgeting
- Officers develop interpersonal and facilitation skills through mentorship as a peer mentor to members and chairpersons within SAC
- Officers gain organizational management and brand management experience
- At least one full-time advisor for assistance and guidance throughout the Executive Board experience
- Retreats and leadership opportunities provided through SAC
- Opportunities to develop skills that are transferable to professional settings. These include but are not limited to: leadership, program development, time management, and marketing skills.
- Opportunities to attend conferences and/or workshops will be provided free of charge.

## President

The President is responsible for overseeing the overall operation and direction of the Student Activities Council. This person provides strong leadership for the organization and drives the organization's short-term and long-term goals, plans, and vision. They are responsible for guiding, directing, and evaluating the work of the organization and the overall accountability of Executive Board members while maintaining awareness of the internal and external opportunities for the organization. This position is an integral part of the exec board team which sets and achieves goals for the betterment of the organization and to enhance the shocker experience.

### **Activities facilitated by the President include:**

- Oversee selection of all SAC events
- Summer Executive Board Training
- Executive Board Retreat
- End of Year Celebration
- Executive Board Selections
- Support the operations of the board in the absence of any vacant positions

### **Specific Duties of the President**

- Maintain a minimum of fifteen (15) regularly scheduled office hours per week and maintain regular communication with all necessary parties
- Chair weekly Executive Board meeting
- Chair weekly Officers and Staff Advisory Council meeting
- Attend and report at SAC member meetings
- Oversee selection processes for Executive Board positions and any Executive Board vacancies which may arise
- Review and evaluate the SAC Constitution and By-laws on a continual basis.
- Administer the annual SAC budget development process.
- Appoint SAC representatives to other campus bodies as required.
- Facilitate the co-sponsorship process, allowing the organization to serve as an event planning resource/partner for other student organizations on campus
- Manage the SAC email account
- Serve as a voting member of the RSC Board of Directors
- Oversee selection process for NACA participants
- Oversee selection process and ensure the dissemination of the Michael R. Madecky Scholarship on an academic year basis

## Vice President of Marketing

### Position Description

The Vice President of Marketing is responsible for overseeing the overall image and brand of the Student Activities Council. This person drives the organization's recruitment plan with the intent to recruit members and event participants. They coordinate the distribution of promotional publications, event listings, website development, and social media. This position also entails scheduling and coordinating with the graphics and content creation staff. This position is an integral part of the Executive board team which sets and achieves goals for the betterment of the organization and to enhance the shocker experience.

### Activities facilitated by the Vice President of Marketing

- Involvement Fair
- Semester Event Listing
- Marketing Campaign
- Open House

### Specific Duties of the Vice President of Marketing

- Maintain a minimum of fifteen (15) regularly scheduled office hours per week
- Assume some of the responsibilities of the President in their absence at the discretion of the Officers and Staff Advisory Council
- Oversee the overall image and brand of SAC
- Serve on and attend weekly SAC Officers & Staff Advisory Council
- Serve on and attend weekly SAC Executive Board meeting
- Attend and report at the SAC Member Meetings
- Serve and lead for the Marketing team at the SAC member meetings
  - Coordinate recruitment efforts for SAC
  - Coordinate the distribution of promotional publications
- Facilitate marketing training for Exec and members
- 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 utilization of other forms of social media
- Maintain the organization's website in a timely manner with accurate information
- If applicable, appoint and oversee an assistant and/or a committee to assist with marketing duties



## Vice President of Membership

### Position Description

The Vice President of Membership is responsible for overseeing the retention and development of Student Activities Council members. This person promotes the development and engagement of members through curriculum design, retention plans, retreats, and socials. They are responsible for facilitating the internal workings of the organization and coordinating personal and professional development opportunities, while also serving as a resource and point of contact for members. This position is an integral part of the Executive board team which sets and achieves goals for the betterment of the organization and to enhance the shocker experience.

### Initiatives facilitated by the Vice President of Membership include:

- Create and implement a member retention plan
- Design and implement member training and workshops
- Design and implement a member incentive program
- Report monthly membership trends
- Coordinate and host weekly general member meeting
- Distribute member newsletter
- Coordinate semesterly member retreats
- Host monthly member socials
- Host annual SAC Member Banquet

### Requirements of Vice President of Membership

- Maintain a minimum of fifteen (15) regularly scheduled office hours per week.
- Assume some of the responsibilities of the President in their absence at the discretion of the Officers and Staff Advisory Committee.
- Serve on and attend weekly SAC Officers & Staff Advisory Council
- Serve on and attend weekly SAC Executive Board meeting
- Coordinate and host weekly SAC member meetings
- Attend weekly 1:1 with an assigned advisor
- Establish and maintain programs and services to retain members
- Coordinate the planning of educational workshops and retreats for SAC members
- Facilitate orientation process for new members
- Maintain up to date SAC membership records
- Compile records of member attendance and volunteering for the completion of membership requirements
- Maintain frequent communication with members about upcoming events, volunteer and development opportunities

## Vice President of Operations

### Position Description

The Vice President of Operations is responsible for overseeing the overall operations, assessments and analysis of the Student Activities Council. This person is in charge of reporting on organization data and analytics related to operations, as well as reviewing budgetary expenses, and training the executive board on policies, procedures and processes related to budgets and assessments. This position is an integral part of the exec board team which sets and achieves goals for the betterment of the organization and to enhance the shocker experience.

### Initiatives facilitated by the Vice President of Operations

- Receive and create Monthly Budget Reports
- Create training initiatives for procedures, and reports related to assessments
- Creating of annual activities survey
- Creating a report of known vendors and operators
- Report post event evaluations to Executive Board

### Specific Duties of the Vice President of Operations

- Maintain a minimum of fifteen (15) regularly scheduled office hours per week
- Assume some of the responsibilities of the President in their absence at the discretion of the Officers and Staff Advisory Council.
- Serve on and attend weekly SAC Officers & Staff Advisory Council
- Serve on and attend weekly SAC Executive Board meeting
- Attend weekly SAC general member meetings
- Attend weekly 1:1 with an assigned advisor
- Collaborates with the executive board to carry out the strategic plan, goals, and operations of SAC
- Takes and records minutes at officers and staff and executive board meetings
- Policies and procedures
- Works directly with an advisor(s) and executive board to review budgetary trends for the creation of future budgets
- Reviews and reports on organization expenses
- Presents budgetary performance reports and metrics to the executive board
- Provide training to exec board on processes related to data collection, documentation, and reporting related to event data, budgets, and assessments
- Periodically reviews processes and procedures for the capturing of related data to recommend better and more efficient processes
- Keep track of commonly used vendors and their services offered
- Report on data related to post-event evaluations
- Work directly with an advisor(s) and executive board on the creation and distribution of annual activities survey.

# Chairperson Requirements

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SAC Chairpersons lead committees in the facilitation of SAC events. Each committee hosts 3-5 events each semester. Chairpersons develop members through training, event brainstorming, active decision making, the marketing and facilitation of programs.

## General Duties of a Chairperson

- Maintain a GPA of 2.50 or above
- Maintain a minimum of ten (10) regularly scheduled office hours per week, in addition to time needed for programs and events
- Serve as a member of the SAC Executive Board, attend two hour weekly Executive Board meetings
- Responsible for leading a committee breakout during the SAC Member Meeting as well as the development and retention of the members who sit on their committee
  - The chairperson will facilitate a committee breakout to engage members in the event planning process, serve as their committee's main point of contact to the organization, and create for their members an engaging and meaningful membership experience
- Help SAC members develop their leadership potential
- Actively recruit new members for SAC
- Attend scheduled required events and developmental retreats while supporting the events and programs of fellow chairpersons
- Chairpersons are expected to work with performers and agencies in a timely and professional manner
- Coordinate and plan events and programs that reflect the mission of SAC
- Allocate and use budget in a responsible manner
- Conduct reflection assessments after each event along with post budget forms.
- Promote programs and events through the creation and distribution of all marketing using the marketing campaign guide
- Serve as a Mentor to SAC members to provide opportunities for personal and professional leadership growth
- Be a good ambassador of SAC, Campus Activities & Recreation, and Wichita State University

## Benefits of Being a Chairperson

- Opportunity for a zero-credit hour internship at Wichita State University
- Stipends are awarded each semester and the chairperson will receive up to \$1000 for the year
- Membership in the National Association for Campus Activities (NACA) and the opportunity to attend a conference through NACA.
- Networking opportunities within university sponsored committees and beyond.
- Chairpersons gain experience with event planning, programming, and budgeting, and leadership
- Chairpersons develop interpersonal and facilitation skills through mentorship as a peer mentor to members within SAC
- At least one full-time advisor for assistance and guidance with the event planning process.

## Arts & Culture Chairperson

**Position Description:** The Arts & Culture Chairperson is responsible for leading a committee that is charged with creating events that educate students on topics related to the current events while also planning events that allow students the ability to create and experience different disciplines and diversities in our student bodies culture. They host programs that promote active conversations on current trends, events, and social topics.

Event Expectations:

- Maker Market & Fair
- Educational workshops (Dance, cooking, finances)
- Make and Take or DIY Events
- Different Discipline Events (Spoken Word, educational speaker, etc)

## Interactive Programs Chairperson

**Position Description:** The Interactive Programs Chairperson is responsible for leading a committee that is charged with creating programs and events that actively engage the student body. These programs enrich the student body by providing opportunities to bond immersive event experiences.

Event Expectations

- Laser Tag
- Gameshows and trivia
- Big BINGO
- Road Trip
- Niche Group Events (EX: Gamers, Sports, etc)

## Shocker Night Life Co-Chairpersons (x2)

*(Two individuals will be selected to serve on this committee with equal responsibilities and opportunities)*

**Position Description:** The Shocker Night Life Chairperson is responsible for leading a committee that is charged with creating evening programs that entertain and enhance the Shocker community. SNL will host a variety of performers and novelty acts that cater to the current needs of the WSU Student population.

### Event Expectations

- Annual Drag Show
- Live entertainment
- Musicians
- Comedians
- Novelty performers (magicians, hypnotists)

## Traditions Chairperson

**Position Description:** The Traditions Chairperson is responsible for leading a committee of members to carry out events and programs that unite campus in spirit and tradition. This chairperson is responsible for leading their committee in coordinating programs that compliment long-standing initiatives like Family Weekend and Homecoming. These events engage Shocker Nation and specific organizations around campus connecting Shockers to the community. Additionally, this person would sit on the University wide Homecoming committee.

### Event Expectations

- Hippodrome Skit & Talent Competition
- Fairmount Formal
- Tie-Dye Tuesday
- Homecoming Entertainer
- Wu's Birthday Bash

## Vocabulary

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- **Advisor:** SAC advisors are full-time staff in the department of Campus Activities and Recreation that lead event and program initiatives. Staff are responsible for all operations of campus activities and SAC operations including but not limited to finances, risk and crisis management, event satisfaction, learning outcomes, and assessments. Advisors provide direct support to the Executive Board and members in all functions of SAC initiatives.
- **Chairperson:** Responsible for chairing committees with the purpose of facilitating events and programs
- **Event Staff:** Members and volunteers who serve to support the programs and events of SAC. This role is integral to the safe, inclusive, and supportive environment offered by SAC events.
- **Executive Board:** The Student Activities Executive board is made up of four officers including the president and multiple chairperson positions. The individuals serving in these positions are integral to the functions of SAC.
- **Officer:** Student leader with the responsibility of leading the organization in the facilitation of programs, recruiting, and retaining members.
- **Member:** A student who serves on a committee and contributes to the planning, marketing and facilitation of events and programs
- **Retreat:** A series of workshops designed to train student leaders on concepts related to leadership development, event management, risk management, customer service, and life skills