SAC
Student Activities Council

Shocker Night Life

Chairperson Application Packet

2018
Hello!

On behalf of the current Student Activities Council Executive Board, I want to thank you for considering the Shocker Night Life chair position! Student Activities Council is widely known among Wichita State students as one of the largest student programming boards and is a great organization to learn more about event planning, management, marketing, and much more! As a member of the SAC executive team, you will have the opportunity to develop yourself as both a student and a leader. With the support of your fellow officers, chairpersons and advisors 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 only lasts a few years so I challenge you to make them count and makes memories with Student Activities Council that will last a lifetime!

If you have any questions that are unanswered 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,

Sarah Myose
President
Student Activities Council – Student Involvement

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Executive Board Application

Executive Board Application Checklist

☐ Read and understand this packet

☐ Ask an exec member or advisor to clarify any questions about exec expectations

☐ Submit your application packet; which includes
  ☐ Applicant Details (page 9)
  ☐ Typed Responses to Application Questions (page 10)
  ☐ Resume

☐ Submit completed application packet in pdf format via email to sac@wichita.edu no later than Friday, October 19 by noon. When you turn in your application:

☐ You will be notified if you have moved on to the interview process and choose an interview slot.

☐ Interviews will take place during the week October 22-26. Each interview will last approximately 20 minutes.

☐ Candidates selected to interview will undergo an in-person interview.

Important Dates to Remember

- Applications Deadline – Friday, October 19 by 12:00 p.m.
- Chairperson Interviews – Monday, October 22- Friday, October 26
- Official Start: Monday, October 29
SAC Structure

- We have five programming chairpersons. These chairpersons put on SAC programs pertaining to their functional area with the help of SAC members, the Executive Board and Advisor.
- This is a chart of the current Executive Board structure:

  ![Executive Board Structure Diagram]

  - SAC Members attend weekly General Member meetings and complete at least five hours additional SAC commitment per month. 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.
- Chairs will have members that they will help develop and guide them throughout the SAC years. Those members are known as mentees.
**Position Description:** The Shocker Night Life Chairperson is responsible for creating evening programs that entertain the Shocker community. They should be enthusiastic about creating peer-oriented programs with the ability to market them appropriately. This individual should be comfortable working with performers and agencies in a timely and professional manner. This position contributes to the recruitment and retention of current and future WSU students which enhances WSU students’ connection to the Shocker community. As a chairperson, the individual is a team member of the Student Activities Council executive board where they serve as a mentor to recruit, educate, train and develop members to execute SAC programs and events.

**Required Skills**

- Professionalism
- Collaboration
- Effective written and oral communication skills
- Working as a team
- Ability to think critically

**Preferred Experience**

- Previous event planning and programming experience
- Previous experience with marketing
- Budgeting Skills
- Creative problem solving
- Familiarity with the Student Involvement office and the Wichita State University campus
- Understanding of the interests of WSU’s student body
- Previous stage production or tech experience

**Benefits:**

- Opportunity for a zero-credit hour internship at Wichita State University
- Semesterly stipend (awarded at the end of each semester)
- Membership in the National Association for Campus Activities (NACA) and the opportunity to attend a national conference through NACA.
- Networking opportunities within Student Involvement, university sponsored committees, and beyond.
- Chairpersons gain experience with event planning, programming, and budgeting
- 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.
Executive Board Application

- Retreats and leadership opportunities through the SAC Executive Board and Student Involvement.
- Leadership, Program Development, Time management, and Marketing skills

General Responsibilities

- Maintain a minimum of ten (10) regularly scheduled office hours per week, in addition to time needed for programs and events.
  Office hours includes;
  - One on One Meeting (1 hour)
  - General Member Meeting (1 hour)
  - Exec Board Meeting (2 hours).
- Attend scheduled required events and developmental retreats while supporting the events and programs of fellow chairpersons.
- Assist in the strategic planning, goal setting and initiatives of SAC.
- Coordinate and plan events and programs that reflect the mission of SAC.
- Allocate and use student fee monies 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, Student Involvement and Wichita State University.
I, ___________________________ am accepting the position of Shocker Night Life Chairperson

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 2018 to May 2019.
2. Maintain a cumulative GPA of at least 2.5.
3. Remain enrolled at least as a part-time student during the fall 2018 and spring 2019 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 weekly Executive Board meetings.
7. Attend weekly General Member meetings.
8. Help SAC members develop their leadership potential through the mentor/mentee program.
9. Plan, market and execute about six events per semester.
10. Complete all the required forms (event evaluation, budget sheet, marketing campaign guide, etc.)
11. Support SAC programs and committees.
13. Attend all mandatory events and retreats.
14. Adhere to the expectations set forth by the Executive Board and all expectations outlined in the constitution, by-laws, and policies.
15. Maintain regular communication with my advisor(s) and the Executive Board.
16. Train the incoming Executive Board after selection and attend a transitional workshop to facilitate the change of leadership if one is scheduled.
17. 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 your position.
2. Plan retreat and leadership development opportunities for SAC Exec members and general members.
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 successful performance assessment.
5. Provide opportunities for co-operative education credit.
6. Provide guidance and support in position responsibilities.
7. Provide direction and support in working with and developing members.
8. Provide opportunities to serve on university sponsored committees.

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

_______DO NOT SIGN__ - SAMPLE COPY__                  _______N/A________________

Signature             Date
Executive Board Application
Applicant Details

Name: ________________________________ MyWSU ID: ____________________

Street Address: ______________________________________________________

City: ____________________________ State: ____ Zip: _____________________

Primary Phone: ______________________________________________________

E-mail Address: ______________________________________________________

Cumulative GPA: __________ Major: ________________________________

Number of Semesters at WSU: ____ Estimated Date of Graduation: _______

Please check your class standing

___ Freshman       ___ Sophomore       ___ Junior       ___ Senior       ___ Graduate Student
1. Please answer the following questions on a separate sheet of paper (typed):
   • What do you feel is the impact of Student Activities Council on the Shocker community?
   • Why are you qualified for this position?
   • What are your plans for this position?
   • What are your strengths and how will they help you succeed in this position?
   • What other time commitments do you have for the upcoming semester?
   • What do you feel are the responsibilities of a Chairperson and the position you are applying for?

2. Provide a resume with your application. 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, in pdf format to sac@wichita.edu
   • Applications are due on October 19 at 12:00 p.m.
   • If selected, interviews will be held during the week of October 22-26.

By signing below, I understand the following:
   • I authorize Student Involvement staff to verify that my GPA is at least 2.5.
   • That mandatory executive board meetings will be held on a weekly basis.
   • That mandatory weekly General Member meeting times will be decided based on the availability of the 2018-2019 Executive Board.
   • The responsibilities, expectations, and duties outlined in the position information sheet.
   • I am responsible to work with the SAC Executive Board and advisors to transition into a position, if selected.

_______________________________________  __________________________
Signature             Date