Hello!

On behalf of the current Student Activities Council Executive Board, I would like to thank you for considering the open positions in this organization! Student Activities Council is widely known among Wichita State students as one of the largest student programming boards, and it is a great organization to learn about event planning, management, marketing and much more! As a member of 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 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,

Sarah Myose
President
Student Activities Council – Student Involvement

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Connect with us

Facebook: wsu.sac  Twitter: SAC_WSU  Snapchat: sac.wsu  Instagram: sac_wsu
Executive Board Application

Application Checklist

☐ Read and understand this packet
☐ Ask an exec member or advisor to clarify any questions about exec expectations
☐ Complete your application packet in **pdf format**; which includes
  ☐ Applicant Details (page 8)
  ☐ Typed Responses to Application Questions (page 9)
  ☐ Resume
☐ Submit completed application packet in pdf format via email to sac@wichita.edu no later than **Wednesday, February 6 at 12 p.m. (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 on Friday, February 8. Each interview will last approximately 20 minutes.
  ☐ Candidates selected to interview may do so in person or via webcam (Skype, FaceTime, Google Hangouts, etc.)

**Important Dates to Remember**

- Applications Deadline – Wednesday, February 6 at 12 p.m. (noon)
- Chairperson Interviews – Friday, February 8
- Official Start – Monday, February 11
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:

- 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.
2018-2019 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 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 two hour weekly Executive Board meetings.
7. Attend one hour weekly General Member meetings.
8. Help SAC members develop their leadership potential.
9. Plan and coordinate about eight events per semester.
10. Support SAC programs and committees.
11. Attend all mandatory events and retreats.
12. Adhere to the expectations set forth by the Executive Board and all expectations outlined in the constitution, by-laws, and policies.
13. Maintain regular communication with my advisor(s) and the Executive Board.
14. 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.
15. 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.
Position Descriptions

Position: Arts & Culture

**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.

Past events of the Arts & Culture Chairperson include:

- Arts & Crafts Fair
- Poster Sale
- Art Demonstrations
- DIY Programs

Position: Interactive Programs

**Position Description:** The Interactive Programs Chairperson is responsible for creating programs and events that actively engage the student body. These programs include competitions, road trips and other programs where students participate directly with the event. 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.

Past events of the Interactive Programs Chairperson include:

- Mud Events
- Kansas City Road Trip
- Sports Tournaments
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Position: Talks & Topics

**Position Description:** The Talks & Topics Chairperson is responsible for creating events that educate or inform students on topics and issues related to the current college student. They host programs that promote active conversations on current trends, events and pop culture. His 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.

Past events of the Talks & Topics Chairperson include:
- Walk A Mile
- Alcohol and Sexual Health Related Programs
- Keynote Speakers

**Benefits, Skills & Responsibilities**

**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.
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- 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.
- 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.
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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 list any scholarships that you currently receive: ______________________________
__________________________________________
__________________________________________

Please check your class standing

__ Freshman   __ Sophomore   __ Junior   __ Senior   __ Graduate Student

Please check any chair position you would be willing to accept AND circle one top preference.

__ Arts & Culture  __ Interactive Programs  __ Talks & Topics
Executive Board Application

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 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 semester?
   - What do you feel are the responsibilities of the position you would like the most?

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 Wednesday, February 6 at 12 p.m. (noon)
   - If selected, interviews will be held on Friday, February 8.

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