

**Student Activities Council**

**Chairperson Application Packet**

**2019 - 2020**



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

Rhatigan Student Center | Wichita State University

1845 Fairmount, Box 56 | Wichita, KS 67260

Office: 316.978.3022 | Fax: 316.978.7208

sac@wichita.edu

**Connect with us**



**Chairperson 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 8)
  - Typed Responses to Application Questions (page 9)
  - Resume
- Turn in completed application packet to Student Involvement, RSC 216 or [sac@wichita.edu](mailto:sac@wichita.edu) no later than **Wednesday, April 10 by 12 p.m.** Once you turn in your application, you will be notified if you have qualified for an interview. Interviews will be held on Friday, April 12. Each interview will last approximately 20 minutes.

#### **Important Required Dates to Remember**

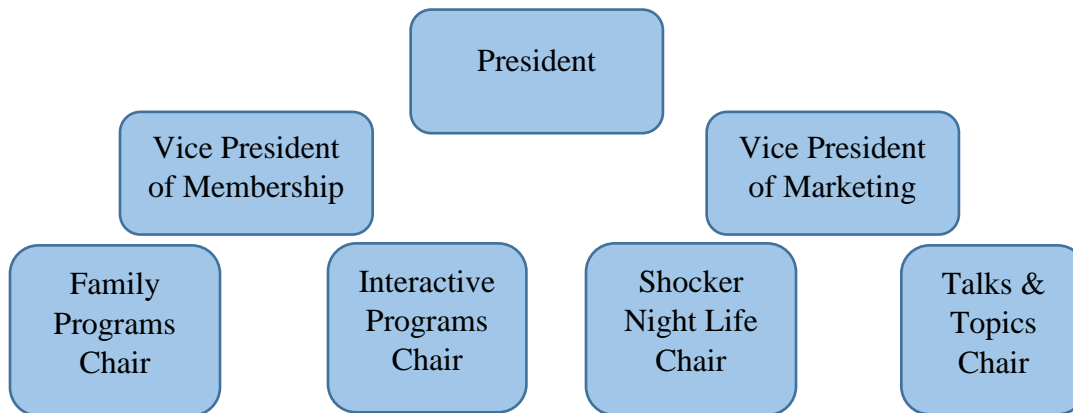
- \_ Applications Deadline – Wednesday, April 10, 2019 at 12 p.m. (noon)
- \_ Chairperson Interviews – Friday, April 12, 2019
- \_ Training Period: Monday, April 15, 2019-Thursday May 9, 2019
- \_ Executive Board Retreat: Friday, May 10, 2019 (All Day)
- \_ End of the Year Banquet/Transition of Power– Saturday, May 11, 2019
- \_ Official Start Date – Saturday, May 11, 2019

# SAC

**Student Activities Council**

## SAC Structure

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



- 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.
- Chairs will have assigned members that they will help develop and guide through the SAC experience. Those members are known as mentees.



## **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 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, Student Involvement and Wichita State University.

## **Required Skills**

- Leadership
- Strategic Thinking
- Problem Solving/Critical Thinking
- Decision Making
- Professionalism
- Collaboration
- Effective written and oral communication skills
- Working as a team
- Ability to think critically

## **Preferred Experience**

- Previous event planning and programming
- 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 experience managing or competing in competitions



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



### **Position: Interactive Programs Chairperson**

**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 programs that enrich the student body's understanding and appreciation of fine arts and creative expression. 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:

- Art Demonstrations
- DIY Programs
- Beach Party
- Mud Events
- Kansas City Road Trip
- Sports Tournaments

### **Position: Family Programs Chairperson**

**Position Description:** The Family & Commuter Chairperson is responsible for creating programs and events catered toward non-traditional students, commuter students, and their families. They should be passionate about serving a diverse audience of all ages. 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 Family Programs Chairperson include:

- Family Carnival
- Trunk or Treat
- Family Movie Night



### **Position: Shocker Night Life Chairperson**

**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 Shocker Night Life chairperson include:

- Drag Show
- Comedians
- Musicians
- Variety Acts
- Movie Nights

### **Position: Talks & Topics Chairperson**

**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 cultural/social topics. 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 Talks & Topics Chairperson include:

- Walk A Mile
- Alcohol and Sexual Health-Related Programs
- Keynote Speakers





## 2019-2020 Sample Executive Board Acceptance Letter

I, \_\_\_\*SAMPLE\*\_\_\_ accepting the position of Programming Chairperson.

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

1. Commit to a 2-semester term as SAC Chairperson, 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 fall 2018 to spring 2019 semesters.
4. Serve as a member of the Executive Board.
5. 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. The following regularly scheduled meetings are included in the ten weekly office hours:
  - a. Attend one-hour Advisor meetings weekly.
  - b. Attend two hour Executive Board meetings weekly.
  - c. Attend one hour of General Member meetings weekly.
6. Chair committee meetings when applicable.
7. Help SAC members develop their leadership potential.
8. Serve as a mentor to an assigned number of SAC members.
9. Plan and coordinate about eight events per semester.
10. Support SAC programs and ad hoc 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.

\_\_\_\_\_\*SAMPLE\*\_\_\_\_\_  
**Signature**

\_\_\_\_\_\*SAMPLE\*\_\_\_\_\_  
**Date**



**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 and grants that you will receive in the 2019-2020 Academic Year:

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**Please check your class standing**

Freshman       Sophomore       Junior       Senior       Graduate Student

**Please rank the following position in order of your interest (1-most interested):**

Interactive Programs     Family Programs     Shocker Night Life     Talks & Topics



**1. Please answer the following questions on a separate sheet of paper (*typed*):**

- Why are you interested in being a Chairperson of Student Activities Council?
- What do you feel is the impact of Student Activities Council on the Shocker community?
- Why are you qualified for this position?
- What would you like to accomplish as a Chairperson of SAC, both generally and specifically for your preferred position?
- What are your strengths and how will they help you succeed as a Chairperson, both generally and specifically for your preferred position?
- What do you feel are the responsibilities of a Chairperson, both generally and specifically for your preferred position?
- What other time commitments do you have for the upcoming academic year?

**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 to Student Involvement, RSC 216 or [sac@wichita.edu](mailto:sac@wichita.edu).**

- Applications are due by **Wednesday, April 10, 2019 at 12 p.m. (noon)**.
- Interviews will be held on Friday, April 12, 2019. You will be notified if you have qualified for an interview shortly after your application is received.

**By signing below, I understand the following:**

- *I authorize Student Involvement staff to verify that my GPA is at least 2.5.*
- *That I am required to have a pre-interview orientation with the Officer or a Program Advisor prior to interviewing.*
- *That mandatory executive board meetings will be held on Friday afternoons from 1-3 p.m.*
- *That mandatory weekly General Member meetings will be held on Tuesday afternoons from 4-6 p.m.*
- *I agree to the information and expectations outlined in the Chairperson Application Packet.*

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Signature

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Date