



Officer Application Packet

2019-2020



Student Activities Council
Executive Board Application

Hello!

On behalf of the current Student Activities Council Executive Board, I would like to thank you for considering the chairperson position 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



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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
- Turn in completed application packet to Student Involvement, RSC 216 or sac@wichita.edu no later than **Wednesday, March 27 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, March 29. Each interview will last approximately 20 minutes.

Important Required Dates to Remember

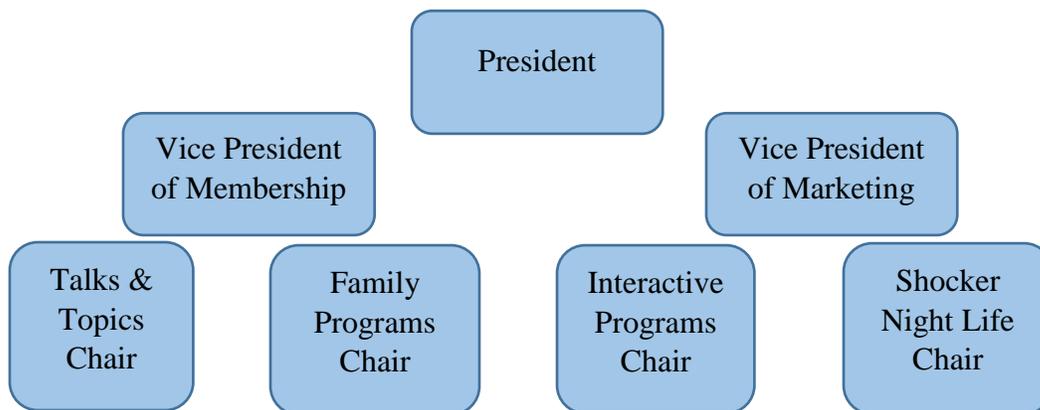
- _ Applications Deadline – Wednesday, March 27, 2019 at 12 p.m.
- _ Officer Interviews – Friday, March 29, 2019
- _ Training Period: Monday, April 1, 2019–Thursday May 9, 2019
- _ Executive Board Retreat: Friday, May 10, 2019 (All Day)
- _ End of the Year Banquet/Transition of Power– Saturday, May 11, 2019
- _ Official Start Date – Saturday, May 11, 2019

SAC

Student Activities Council
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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.



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Officer Information Sheet

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
- Develop members of the Executive Board through workshops, trainings and retreats.
- Attend the Student Involvement Leaders Retreat
- 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, attend two hours weekly Executive Board meetings, and attend two hours weekly Officer and Staff meeting.
- 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) for a one on one meeting for one hour a week.
- 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.
- Take on responsibilities of advising in absence of all advisors.
- Ensure 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.
- Assist in the strategic planning, goal setting, and initiatives of SAC.
- Allocate and use budget in a responsible manner.
- Other duties as required by the Coordinators for Student Activities or designee.



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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 \$1500 for the year
- 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
- Officers gain experiences with event planning, programming, 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 are provided to the SAC Executive Board through SAC and through Student Involvement.
- Opportunities to develop skills that are transferrable 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.
- Direction and support in working with and developing SAC members.



Position: President

Position Description

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.

Required Skills

- Leadership
- Strategic Thinking
- Problem Solving/Critical Thinking
- Decision Making
- Emotional Intelligence
- Professionalism
- Collaboration
- Effective written and oral communication skills
- Teamwork skills

Preferred Experience

- Previous experience in leadership positions
- Previous event planning and programming
- Previous experience with marketing
- Experience with facilitating training and development
- 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

Work Environment

This position operates in a semi-professional, fast-paced environment. While in office hours, time should be spent on SAC-related tasks. The Student Activities Coordinator, Executive Board, and SAC members rely on effective and 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. The President must set an example for the Exec board and general members on the professionalism, energy, and overall atmosphere while present.

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 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.
- 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.



Position: 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 design and distribution of promotional publications, event listings, website development, and social media. 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.

Past duties of the Vice President of Marketing include:

- Involvement Fair
- Semester Event Listing
- Marketing Campaign

Required Skills

- Leadership
- Strategic Thinking
- Problem Solving/Critical Thinking
- Decision Making
- Emotional Intelligence
- Professionalism
- Collaboration
- Effective written and oral communication skills
- Teamwork skills

Preferred Experience

- Previous experience with marketing
- Working knowledge of Adobe Photoshop, Illustrator, or other graphic design software
- Experience with facilitating trainings and development
- 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



Work Environment

This position operates in a semi-professional, fast-paced environment. While in office hours, time should be spent on SAC-related tasks. The Student Activities Coordinator, Executive Board, and SAC members rely on effective and 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. The Vice President of Marketing must set an example for the Exec board and general members on the professionalism, energy, and overall atmosphere while present.

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.
- Facilitate marketing training for Exec and members.
- Oversee the 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.
- If applicable, appoint and oversee an assistant and/or a committee to assist with marketing duties.



Position: Vice President of Membership

Position Description

The Vice President of Membership is responsible for managing the recruitment, retention, and development of Student Activities Council members. This person promotes member engagement through programs, meetings, retreats, and activities. They are responsible for guiding and directing 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.

Past duties of the Vice President of Marketing include:

- General Member Meeting
- SAC Member Retreat (semesterly)
- SAC social (semesterly)

Required Skills

- Leadership
- Strategic Thinking
- Problem Solving/Critical Thinking
- Decision Making
- Emotional Intelligence
- Professionalism
- Collaboration
- Effective written and oral communication skills
- Teamwork skills

Preferred Experience

- Previous experience in leadership positions
- Previous event planning and programming
- Previous experience with marketing
- Experience with facilitating training and development
- 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

Work Environment

This position operates in a semi-professional, fast-paced environment. While in office hours, time should be spent on SAC-related tasks. The Student Activities Coordinator, Executive Board, and SAC members rely on effective and 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. The Vice President of Membership must set an example for the Exec board and general members on the professionalism, energy, and overall atmosphere while present.

Duties of the Vice President of Membership

- Maintain a minimum of fifteen (15) regularly scheduled office hours per week.
- Assume the responsibilities of the President in their absence at the discretion of the Officers and Staff Advisory Committee.
- Establish and maintain programs and services to retain members.
- 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, Newsletter and Facebook group.
- Maintain retention efforts.
- Prepare the agenda and chair General Member meetings.
- Keep an official record of voting activity/minutes during Executive Board and Officers and Staff Advisory Council meetings.
- Ensure mentors are playing an active role in the mentee's development through the mentor/mentee program.



2019-2020 Sample Executive Board Acceptance Letter

I, _____*SAMPLE*_____ am accepting the position of _____*SAMPLE*_____.

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.

_____*SAMPLE*_____
Signature

_____*SAMPLE*_____
Date



Student Activities Council

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

Please check your class standing

Freshman Sophomore Junior Senior Graduate Student

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

President Vice President of Membership Vice President of Marketing



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

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

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 or sac@wichita.edu

- Applications are due by **Wednesday, March 27 by 12:00 p.m.**
- Interviews will be held Friday, March 29. 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 President 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.*
- *That I am required to attend a two hour weekly meeting with the Officer and Staff Advisory Team which will be set based on the schedules of all officers and staff each semester.*
- *I agree to the information and expectations outlined in the Officer Application Packet.*

Signature

Date

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