

INTRODUCTION

The area vice presidents appoint four to five area executive directors following a collaborative selection process with their full-time coordinator. The BYUSA president and executive vice president-elect also select one to two Presidential Initiative directors. This selection process includes reviewing each candidate's application as well as conducting individual interviews.

This packet includes basic information regarding qualifications and requirements to fulfill the role of a BYUSA area executive director or Presidential Initiative director.

Questions about materials contained within this packet or other concerns should be addressed to Nathan Ward, assistant director of Student Leadership at 801/422.3901

Page 4 of this application and all required attachments may be turned into the front desk of the Student Leadership Office (3400 WSC) beginning March 13.

POSITION DESCRIPTIONS

The area executive directors aid area vice presidents in overseeing each of BYUSA's five areas. Generally, executive directors are given stewardship over specific responsibilities within the area and report regularly to the area vice president about their progress. Presidential Initiative directors aid the executive presidency in researching and implementing their campaign initiatives, as well spearheading other projects. Executive directors and Presidential Initiative directors also have stewardship over committees and program directors.

The five BYUSA areas and the Presidential Initiatives positions are outlined below:

Campus Activities –*Campus Activities puts on hundreds of activities a year, ranging from huge campus parties like Fall Fest, small, semi-weekly events like Live at the Terrace, or complex celebrations like Homecoming. The area oversees relationships with hundreds of volunteers and many key offices on campus. Event-planning skills such as theme design, advertising, volunteer management, and market research are important in this fast-paced area.*

Clubs –*The Clubs area sponsors between 60 and 70 clubs at any given time, with membership totaling in the thousands. The area manages weekly club nights while also showcasing BYU's unique clubs twice a year at the huge Friday Night Live program. With so many clubs, the area uses much of its time training and aiding club presidents and members as they seek to grow their clubs through hundreds of individual activities each year.*

Student Advisory Council –*Student Advisory Council (SAC) fulfills much of BYUSA's roll of advising the administration. The 40-member council meets twice weekly to discuss student issues in committee and with key university administrators. The area also sponsors monthly Q&As, College Forums with deans, and programs to gather student input including focus groups, surveys, and suggestion boxes.*

Communications – *Communications manages BYUSA's image. The area coordinates media contact, volunteer recruitment, Web site management and overall publicity for the organization. Public relations, marketing and human relations skills are key in this area and are developed through hands-on experiences.*

Student Honor Association – The Student Honor Association (SHA) takes an active role in educating students about BYU's honor code and the standards of Christian living. The area designs, coordinates and performs presentations involving skits and musical numbers to inform students on the honor code. SHA also designs ad campaigns and other promotional material to encourage students to live with honor in their daily lives.

Presidential Initiatives – The Presidential Initiatives area manages the executive presidency's campaign initiative implementation as well as other incidental projects that are spearheaded throughout the year. It is an area that requires everything from planning events and programs to meeting with administrators and designing surveys.

REQUIREMENTS

The following table outlines some of the minimum requirements for each BYUSA officer position.

	<i>Student Status</i>	<i>GPA Minimum*</i>	<i>Honor Code Standing</i>	<i>Previous Experience</i>	<i>Time Commitment</i>	<i>Length of Service§</i>	<i>Selection Method</i>	<i>Enrolled In StDev 358R</i>
<i>President/ Executive VP</i>	12 hrs Full-time	3.0	Good	2 Semesters of leadership experience†	30-35 hrs/week with 2-5 p.m. office hours Mon-Fri	Spring through Winter	Elected by student body	Required all semesters in office
<i>Area Vice President</i>	12 hrs Full-time	2.7	Good	None required	25-30 hrs/week with 2-5 p.m. office hours Mon-Fri	Spring through Winter	Selected by president and ex VP	Required all semesters in office
<i>Area Executive Director</i>	12 hrs Full-time	2.5	Good	None required	10-15 hrs/week with 3-5 p.m. office hours Mon-Fri	Summer through Winter	Selected by area VP	Required all semesters in office

*Cumulative GPA required at application time and also throughout term in office.

†See page 11 of the 2008-2009 Elections Handbook for more information.

§Indicates number of semesters/terms the officer must be present on campus to fulfill their BYUSA position.

In addition to the requirements listed above, in the case they are selected, area executive directors and Presidential Initiative directors must be available April 8 for Pass the Torch and June 24-27 for an out-of-town training retreat.

APPLICATION REQUIREMENTS

LETTER OF INTENT

Please attach a one-page letter of intent to your application outlining why you believe yourself to be a strong candidate for an area executive director or Presidential Initiatives director position. In your letter, you might spotlight past experiences outlined in your resume, describe your vision for the area for which you are applying, or write other information about you. Use this letter as an opportunity to introduce yourself and your unique attributes to the area vice president or executive presidency-elect.

RESUME

In order to outline your experiences and skills, please attach a current resume to your application. The resume should be no more than one-page in length.

LETTER OF RECOMMENDATION

One letter of recommendation should be submitted for each area executive director or Presidential Initiatives director applicant. These letters will help the area vice presidents and executive presidency-elect in their selection process.

The letters of recommendation are designed to outline more about the candidate's character and experience. The title or position of the letter's author is less important than the interaction they have held with the potential candidate.

Letters may be included with the candidate application or sent separately. Letters which are sent separately should be sent via standard mail or fax:

Executive Director Recommendations
c/o Angela Blomquist
3400 WSC
Brigham Young University
Provo, UT 84602

Fax: 801/422.0142

INTERVIEWS

Area executive director and Presidential Initiatives director applicants may expect to participate in an interview with their potential area vice president and coordinator or the executive presidency-elect. Other members of the Student Leadership staff may also participate in these interviews. While not all applicants are guaranteed interviews, those who are selected to move to the interview stage will be given more information.

Since application acceptance for these positions is on a rolling calendar, interview schedules may vary considerably.

APPLICATION COVER SHEET

Name:

Student ID:

Telephone number:

E-mail address:

I am applying for the following area executive director/Presidential Initiatives director role(s)

- Campus Activities
- Clubs
- Student Advisory Council
- Communications
- Student Honor Association
- Presidential Initiatives Director

If not selected as an area executive director I would like to be considered for other positions.

Application Check List:

- Application Cover Sheet
- Letter of Intent
- Resume
- One (1) letter of recommendation

OFFICIAL DECLARATION OF INTENT

By signing below, I declare my intent to apply as an area executive director or Presidential Initiatives director.

I authorize the Student Leadership Area to conduct a grade, student status, honor code and reference check to verify my qualifications.

I am aware of all requirements for the office for which I am applying and commit to fulfilling all of its duties and responsibilities, including availability dates, if selected.

Name _____

Signature _____ Date _____

Please return this application and necessary attachments to the front desk of the Student Leadership office (3400 WSC) beginning March 13.