Dear Executive Director Applicant,

We believe applying for a position as a BYUSA Executive Director demonstrates a desire to diligently and selflessly serve your fellow BYU students while exemplifying the AIMS of BYU. We thank you for your desire and investment in pursuing this service prospect. Regardless of the ultimate outcome, we anticipate that this process will present you with an opportunity for personal growth and development. On our part, we will strive to make the experience as enjoyable and fulfilling as possible.

The area vice presidents appoint their executive directors following a collaborative selection process. This process will include reviewing each candidate’s application as well as interviewing applicants in group and individual settings.

This packet includes basic information regarding qualifications and requirements to fulfill the role of a BYUSA executive director. Questions about materials contained within this packet or other concerns should be addressed to the Student Leadership Front Desk at 801-422-3901 or Tamara Gray at 801-422-8996.

Applications will be accepted on a rolling basis in the Student Leadership Office (3400 WSC). Interviews will be conducted beginning on March 18, 2015 until all positions are filled.

## Eligibility Requirements

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Executive Director Eligibility Requirements</th>
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<tbody>
<tr>
<td>Student Status</td>
<td>At least 12 credits per semester Fall/Winter</td>
</tr>
<tr>
<td>GPA</td>
<td>Applicants must be in good academic standing with a minimum BYU cumulative GPA of 2.5 and maintain a 2.5 GPA during each term in office.</td>
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<tr>
<td>Honor Code</td>
<td>Good honor code standing</td>
</tr>
<tr>
<td>Previous Experience</td>
<td>None required</td>
</tr>
<tr>
<td>Time Commitment</td>
<td>10-15 hrs/week, at least 10 hours within 1-5 p.m. office hours Mon-Fri (daily)</td>
</tr>
<tr>
<td>Length of Service</td>
<td>Summer through Winter (not Spring term)</td>
</tr>
<tr>
<td>Courses &amp; Training</td>
<td>Must be enrolled in a LEAP course Fall &amp; Winter semesters</td>
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POSITION DESCRIPTIONS

The presidency, which directs the association, is comprised of the President, the Executive Vice President, and 6 Vice Presidents. Assisting the presidency is an organization of appointed Executive Directors, Program Directors, and volunteers.

The five main functions of the presidency are:
1. To provide the association with vision and administration.
2. To develop and teach organizational guidelines and procedures which assist the association in accomplishing its mission.
3. To budget and monitor the association’s use of funds.
4. To assure the continuity and integrity of the association by evaluating its activities, and developing future leadership.
5. To determine the programs and activities which the association will provide during its administration.

The Involvement area is responsible for facilitating recruitment and placement of volunteers in student organizations throughout campus. The involvement team helps students to find their niche anywhere.

The Communications area is responsible for the general image, messaging and promotion of BYUSA to the student body. They maintain strong media relations with various campus entities.

The Activities area oversees the planning and implementation of various campus-wide events for the association, such as Homecoming, Battle of the Bands, Fall Fest, and concerts.

The Student Honor area oversees the activities of the association designed to promote the Honor Code. They develop presentations and programs that will educate and encourage all members of the campus community regarding ways they can live with integrity and honor.

The Clubs area directs the chartering of campus clubs and the training of club officers to ensure the success of the clubs and involvement of students.

The Student Advisory Council area conducts the activities of the council, facilitating the interaction between students and administrators.

A NOTE ON ROLES

Applicants should seriously consider the responsibility they would assume to exemplify, teach, and promote the BYUUSA Vision & Mission.

BYUSA’s role as a student service organization—not a student government—provides its student leaders with a unique opportunity to organize and inspire individualized service, from one student to another. For this reason, the application and interview process should highlight each candidate’s ability to be innovative and successful in establishing and implementing a service vision for their desired BYUUSA area and contribute to the organization.

Any affiliation with the BYUUSA President-elect or Executive Vice President-elect or their campaigns does not guarantee selection for an Executive Director position or any other position within the organization.
POSITION EXPECTATIONS

Once selected, within 1-3 weeks of appointment, executive directors may wish to meet with coordinators and outgoing officers to begin the transition process.

Executive director applicants must be available for the following events, and others that may be assigned:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Pass the Torch</td>
<td>April 8, 2015 2-5pm</td>
</tr>
<tr>
<td>BYUUSA Training Retreat</td>
<td>June 24 - 26, 2015</td>
</tr>
<tr>
<td>BYUUSA Officer Training &amp; Area Training</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Besides the qualification and application requirements listed herein, the BYUUSA executive directors are expected to hold and attend all regular meetings related to their positions.

CONDUCT

The following guidelines are expectations that will be placed upon all BYUUSA volunteers. These guidelines, if followed and respected, will ensure greater potential and success for all involved in the organization.

- Student leaders inspire and educate individuals to live with honor by personally abiding by the principles of the Honor Code. They support the existence of these standards in both word and action, including but not limited to:
  - Dress and Grooming Standards
  - Academic Honesty Policy
  - Residential Living Standards
- Student leaders recognize that they represent not only oneself, but also BYUUSA, BYU, and, by extension, the Church. They carefully consider how interactions with others, including via social media, will reflect the character of the individual and the entities represented.
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 executive 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(s).

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 executive director applicant. This letter will help the area vice president and coordinator in their selection process.

The letter of recommendation is 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 level of interaction they have had with the potential candidate.

Recommendation letters are required before the application will be considered. They may be included with the candidate application or sent separately. Letters which are sent separately should be sent via email, standard mail or fax:

Executive Director Recommendations
3400 WSC
Brigham Young University
Provo, UT 84602

Fax: 801-422-0142
Email: byusa@byu.edu
This page must be turned into the front desk of the Student Leadership Office (3400 WSC) with the application materials, which will be reviewed on a rolling basis beginning March 18th until all positions are filled.

APPLICATION COVER SHEET

Name: ____________________________  BYU ID#: __________-________-________
Email: ____________________________  Phone: ______-_______-________

I am applying for the following area(s):
Note: Selecting multiple areas may result in numerous interviews as each area conducts the selection process separately.

- [ ] Activities
- [ ] Clubs
- [ ] Communications
- [ ] Involvement
- [ ] Student Advisory Council
- [ ] Student Honor

Application Check List:

- [ ] Application Cover Sheet
- [ ] Letter of Intent
- [ ] Resume
- [ ] Letter of Recommendation

OFFICIAL DECLARATION OF INTENT

By signing below, I declare my intent to apply as an area vice president.

I authorize the Student Leadership Department 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 the duties and responsibilities, including availability dates, of executive director, if selected.

Signature __________________________________________  Date __________

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