Thank you for applying to be a BYUSA area Vice President. We believe applying for a position as a BYUSA officer demonstrates a desire to diligently and selflessly serve your fellow BYU students while exemplifying the aims of a BYU education. We thank you for your desire and effort in pursuing this service prospect. On our part, we will strive to make the experience as enjoyable and fulfilling as possible.

The student body president and executive vice president-elect appoint their area vice presidents following a collaborative selection process. This process will include reviewing each candidate’s application as well as interviewing applicants and hearing about their plans, qualifications, and leadership abilities that will contribute to the upcoming year.

This packet includes basic information regarding qualifications and requirements to fulfill the role of a BYUSA area vice president. Questions about materials contained within this packet or other concerns should be addressed to Kylee Marshall at studentvote@byu.edu, or 801-422-4667.

Applications will be open from the beginning of Winter Semester until **11:59 p.m. on March 3, 2016. No late applications will be accepted.**
ORGANIZATIONAL AUTHORITY
The BYU Student Service Association obtains its charter and authority from the BYU Board of Trustees, through the university administration. Under their governance and guidance the association carries out its mission.

VISION
As part of a BYU education, the Student Service Association’s vision is to be leaders centered on Jesus Christ, who contribute to the building of Zion communities which are united in heart and mind that there be no intellectually, spiritually, emotionally, or physically poor among us.

MISSION
To attain this vision, our mission is to engage students in opportunities which cultivate:
• A Sense of Belonging—uniting people to each other and to a cause.
• Refined Skills and Talents—training, development, and application of leadership and practical skills.
• Divine-Centered Leadership—developing highly capable leaders who desire, seek, and do the will of the Lord.
• Meaningful Contributions—planning with a purpose, implementing and assessing a variety of meaningful contributions.
• A Spirit of Honor—inspiring and educating individual students to live with honor and develop ethical courage by abiding by the principles of the Honor Code.
• A Commitment to Future Service—reviewing key principles, reflecting on the experience and creating a vision for future service.

A NOTE ON YOUR ROLE
Candidates applying for the office of BYUSA area vice president should seriously consider the responsibility they would assume to exemplify, teach, and promote the BYUSA Vision & Mission.

As defined in the Charter, BYUSA vice presidents oversee areas of an organization that is designed to “foster leadership, higher academic achievement, and the balanced development of participants” (History of BYUSA). BYUSA’s role as a student service organization--not a student government organization--provides its student leaders with a unique opportunity to organize and inspire individualized service, from one student to another. For this reason, the message and purpose of your application should highlight your ability to be innovative and successful in establishing and implementing a service vision within your area of BYUSA.

Any affiliation with the President-elect, the Executive Vice President-elect, and/or their campaigns does not guarantee selection for an Area Vice President position or any other position in the organization.
Eligibility Requirements

Students must:

• Be in good academic and Honor Code
• Maintain a minimum BYU cumulative GPA of 2.5 at application and during term of office
• Participate in at least one semester of relevant BYUSA leadership experience

Conduct

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

Student leaders are expected to abide by the principles of the Honor Code and provide examples and education for their teams to do the same. This includes, but is not limited to:

-- Dress and Grooming Standards
-- Academic Honesty Policy
-- Residential Living Standards

As a leader in BYUSA you represent the organization, the university, and by extension, the LDS church. Be aware of how you are interacting with others, including via social media, and how these actions reflect on the above groups and entities.

Position Descriptions

Brigham Young University Student Service Association (BYUSA) is led by the president and executive vice president elected by the student body every March. BYUSA consists of seven areas that are led by an area vice president selected by the president and executive vice president. The Area Vice Presidents serve the BYU student body by fulfilling the following roles:

1. Support and mentor volunteers, paving the way for leadership development and a “Zion like community”
2. Focus volunteer efforts and programs on the BYUSA vision and mission
3. Provide individual areas with vision, goals, and training
4. Coordinate all area programs and meetings
5. Ensure adherence to campus policy and procedure
6. Coordinate and maintain communication with cooperating other campus entities
7. Keep leaders and volunteers informed of current events and trends and how they relate to the work in the area
8. Fulfill commitments and responsibilities as a member of the BYUSA Presidency
The AIM Activities Area oversees the planning of a variety of events that will appeal to the various interests, talents, and perspectives of individual students at BYU. These activities include things such as Homecoming dances, BYU’s Got Talent, Acoustic Explosion, and Freeze Fest.

The Clubs Area oversees 100+ special interest clubs. They conduct large events, such as weekly Clubs Night and the end of the year Clubs Showcase, as well as promote and organize activities for individual clubs.

The Communications Area promotes BYUSA through advertising, marketing, and branding. They also create and carry out campaigns, maintain and update the BYUSA website, use social media platforms, and produce promotional videos that educate students on what BYUSA does.

The Involvement Area is in charge of meeting and greeting potential volunteers and helping place them where they would like to serve, both inside and outside of BYUSA. They act as a connection between BYUSA and the student body through activities like Involvapalooza.

The Student Advisory Council is comprised of representatives from various colleges, departments, and organizations across campus. Through research and dialogue with students and administration, the Council strives to strengthen student voice, impact student perspective, and increase student knowledge.

The Student Honor Area dedicates their service to assisting students in understanding and living the Honor Code. They focus specifically on educational and promotional events and campaigns. Events by Student Honor include Honor Week, Honor Campaigns, and Y-Wishes.

The Y Activities Area plans student body events throughout the year focused on the tradition and spirit of the university. These activities include things like Fall Fest, Spirit Fridays, Welcome Back BBQ, and True Blue Foam.
Once selected, within 1-3 weeks of appointment, area vice presidents must agree to meet with coordinators and outgoing officers to begin the transition process and selection of the incoming executive teams.

Area vice president applicants **must** be available for the events listed under Eligibility Requirements and others that may be assigned.

**Personal Preparation:**
- Maintain office hours during Spring, Summer, Fall, and Winter semesters
- Serve from **Spring of current academic year to Winter** of following academic year
- Be in good Honor Code standing
- Serve an average 15-20 hours of per week
- Refrain from holding any other non-BYUSA volunteer position during Fall or Winter semesters during time in office.
- Hold 12 office hours a week from 2-5pm Monday through Thursday, with 3 additional flexible hours during Spring/Summer
- Hold office hours for a 3-hour block during the 1-5pm window, Monday through Friday during Fall/Winter Semesters
- These positions require much time and energy. Prepare yourself personally to be able to serve for a full year in this extensive capacity.
- Prepare personal internship, vacation, etc. schedule to meet all BYUSA expectations
- Plan for and participate in other necessary conferences and functions

**Financial Preparation:**
- A Full-Tuition scholarship **and a stipend will be provided** each term/semester (stipend will be disbursed after the Add/Drop Deadline)
- BYUSA Presidency uniform will also be a covered cost
- Employment should not conflict with ability to meet position responsibilities or negatively impact ability to maintain

**Academic Preparation:**
- Register for a minimum of 2 credits (Student Leadership Course) and a maximum of 6 credits for both Spring and Summer and 12 credits for both Fall and Winter as a daytime continuing student (credits cannot be evening classes or Independent Study)
- Enroll in a Student Development preparation/training course during Spring/Summer terms (plan personal, employment, and academic load accordingly)
- Enroll in Student Development course specific to Student Leadership for Fall and Winter semesters (2 credits)
- Have a cumulative 2.5 GPA minimum at the time of application

**Mandatory Events:**
- **Presidents Council Presentation**--April
- **Incoming/Outgoing Presidency meeting with President Worthen**--April
- **Pass the Torch**--April
- **Spring Term Training**--May 2-June 19, Monday-Thursday
- **Presidency Meetings**--Weekly
- **Stewardship Meeting with Coordinator**--Weekly
- **Stewardship meetings with EDs**--Weekly
- **University Devotionals & Forums**--Tuesdays at 11:00
- **New Presidency Retreat**--May 5-6
- **ULA**--May 16-18
- **Summer Term Training**
- **Adventure Experience**--June 28-30
- **Freedom Festival Grand Parade**--July 4
- **Days of 47 Parade**--July 24
- **Foundations of Leadership Conference**--August
- **BYUSA Area and Office-Wide Retreats**--Fall & Winter Semesters
- **BYUSA Leadership Class**--Fall & Winter Semesters
- **BYUSA Elections Results Announcement**--March
- **BYUSA Presidents Council Presentation**--April
- **BYUSA Incoming/Outgoing Presidency meeting with President Worthen**
- **BYUSA Pass the Torch**--April 2018
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 vice president 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 presidency-elect. You may choose to include separate letters per area of interest.

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.

LETTERS OF RECOMMENDATION
One letter of recommendation should be submitted for each area vice president applicant. Submitting two is strongly encouraged. These letters will help the president and executive vice president in their selection process.

The letters of recommendation are designed to outline more about the candidate's character and experience. You should consider striking a balance with who you request letters from; position/title and how well they actually know you and can speak to your strengths and attributes. For example, a parent may be able to write an in-depth analysis about how amazing you are, or a big name CEO could write a very superficial letter that does little more than confirm that he or she knows you. Obviously, neither of those scenarios is desirable. So look for the best chance you will have to get the best of both.

Student Leadership Coordinators may not offer letters of recommendation for these positions. Letters from fellow student leaders and volunteers are also strongly discouraged. The letters are intended to provide additional insights about candidates, outside the context of student service organizations.

Recommendation letters are due by 5:00 p.m. on March 11, 2017. 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:

Vice President Recommendations
3400 WSC
Brigham Young University
Provo, UT 84602

Fax: 801-422-0142
Email: byusa@byu.edu

MEETING WITH AREA COORDINATOR AND/OR CURRENT AREA VP
To help formulate a plan for the area, applicants are encouraged to converse with current leadership in the area to understand the future needs and current workings. This will also give the coordinators a chance to get to know you before interviews.
Interviews

HOW TO PREPARE
As part of the vice president appointment process, interviews will be conducted with the vice president candidate, the President and Executive Vice President-elect, and the relevant area coordinators. To maximize success in this interview process it is suggested that candidates prepare the following:

• A vision for the area
• Specific aspects of area functioning or programming that should change
• Specific aspects of area functioning or programming that should continue
• Individual characteristics and experiences that they will contribute to the BYUSA leadership team
• A plan for how to be an effective and impacting leader and an outline of what your leadership will look like

WHAT TO EXPECT
Dependent upon the preferences of the president and executive vice president-elect, both group and individual interviews may be held. In these interviews you can expect to:

• Help the interviewers get to know you
• Share your understanding of BYUSA and its vision
• Present your plans and ideas for the area(s) in which you are applying for
• Answer questions about your leadership style, experience, etc.
• Ask questions about the position, requirements, dates, and expectations