INTRODUCTION

Dear Area Vice President Applicant,

We believe applying for a position as a BYUSA Vice President 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 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 in group and individual settings.

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 the Student Leadership Front Desk at 801-422-3901 or Tamara Gray at 801-422-8996.

Applications will be accepted in the Student Leadership Office (3400 WSC) until 5:00 p.m. on March 11, 2016. No late applications will be accepted.

ELIGIBILITY REQUIREMENTS

The following table outlines some of the minimum requirements for each BYUSA area vice president position.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Area Vice President Eligibility Requirements</th>
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<tbody>
<tr>
<td>Student Status</td>
<td>At least 2 credits per term Spring/Summer, 12 credits per semester Fall/Winter</td>
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<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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<td>Honor Code</td>
<td>Good honor code standing</td>
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<tr>
<td>Previous Experience</td>
<td>1 Semester of leadership experience</td>
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<tr>
<td>Time Commitment</td>
<td>Up to 30 hrs/week, at least 15 hours within 1-5 p.m. office hours Mon-Fri</td>
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<tr>
<td>Length of Service</td>
<td>Spring through Winter</td>
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<tr>
<td>Courses &amp; Training</td>
<td>Must be enrolled in STDEV 358R both Spring and Summer term for BYUSA Training and 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 **AIM Activities Vice President** oversees the planning and implementation of activities focused on Arts, Interests, and Music, designed to *highlight the individual student experience*. Examples include Unforum, Y-Ball, and concerts.

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

The **Communications Vice President** 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 **Involvement Vice President** 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 **Student Advisory Council Vice President** chairs the council and is the spokesperson for the council in the presidency. As chair of the Student Advisory Council, this vice president sets the agenda for council meetings and reports the council’s recommendations through channels to appropriate university personnel.

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

The **Y Activities Vice President** oversees the planning and implementation of activities focused on the spirit of the Y that are designed to promote unity and *highlight the collective student experience*. Examples include True Blue activities, Fall Fest, and Welcome Week.

**A NOTE ON ROLES**
Applicants should seriously consider the responsibility they would assume to exemplify, teach, and promote the BYUSA 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 Area Vice President position or any other position within the organization.

**POSITION EXPECTATIONS**

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 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 6, 2016 2-5pm</td>
</tr>
<tr>
<td>Elder Clark</td>
<td>April 11, 2016 3pm</td>
</tr>
<tr>
<td>Presidency Meetings</td>
<td>2pm Tuesdays</td>
</tr>
<tr>
<td>Spring Presidency Intensive Training</td>
<td>May 2nd - 20th 2-5pm</td>
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<tr>
<td>New Presidency Retreat</td>
<td>May 6 – 7, 2016</td>
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<tr>
<td>Utah Leadership Academy</td>
<td>May 11 – 13, 2016</td>
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<tr>
<td>BYUUSA Training Retreat</td>
<td>June 22 - 24, 2016</td>
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<tr>
<td>University Devotionals &amp; Forums</td>
<td>11am Tuesdays</td>
</tr>
</tbody>
</table>

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

As significant time will be expected to complete their responsibilities, area vice presidents should not expect to be regularly employed or hold other campus positions while in office. In an attempt to minimize costs associated with serving, a full scholarship and a small stipend to pay for textbooks and other incidental costs will be awarded during each officer’s term in office.
CONDUCT
The following guidelines are expectations that will be placed upon all BYUSA 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:
  o Dress and Grooming Standards
  o Academic Honesty Policy
  o Residential Living Standards
• Student leaders recognize that they represent not only oneself, but also BYUSA, 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 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 executive 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
Two letters of recommendation should be submitted for each area vice president applicant. 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. The title or position of the letter’s author is less important than the level of interaction they have held with the potential candidate. Student Leadership Coordinators may not offer letters of recommendation for these positions.

Recommendation letters are due by 5:00 p.m. on March 11, 2016. 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
All parts of the application must be turned into the front desk of the Student Leadership Office (3400 WSC) no later than March 11, 2016 at 5:00pm, MST.

APPLICATION COVER SHEET

Name: ___________________________ BYU ID#: ______-_______-_______
Email: ___________________________ Phone: ______-_______-_______

I am applying for the following area vice president role(s) (select no more than 2, but the activities areas count as 1 selection):

☐ AIM Activities
☐ Clubs
☐ Communications
☐ Involvement
☐ Student Advisory Council
☐ Student Honor
☐ Y Activities

☐ If not selected for the areas indicated, I would like to be considered for any area vice president position.

☐ If not selected as an area vice president, I would like to be considered for an executive director position.

Application Check List:

☐ Application Cover Sheet
☐ Letter of Intent
☐ Resume
☐ Two (2) Letters 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 Area to conduct a grade, student status, honor code and reference check to verify my current and continuing 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 area vice president, if selected.

Signature  _____________________________________________   Date _____________