

BYUSA AREA VICE PRESIDENT HANDBOOK 2022

Dear BYUSA Area Vice President Applicant,

This handbook thoroughly outlines the entire process for qualifying and applying for an area vice president position; accordingly, please read it in depth.

Applying for a position as a BYUSA officer demonstrates a desire to diligently and selflessly serve your fellow BYU students. Regardless of the 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 for all applicants.

The BYUSA President and Executive Vice President appoint their Area Vice Presidents following a collaborative selection process. This process will include reviewing each applicant's application as well as interviewing applicants to hear about their plans, qualifications, and leadership abilities that will contribute to the upcoming year.

The application closes on March 7, 2022 at 11:59pm. No late applications will be accepted.

This document has been approved for use in the 2022 Area Vice President application process and is subject to change.

Best wishes,

The Student Connection and Leadership Center Team

Angela Blomquist – Director

Logan Mann – Assistant Director

Dave Nagata – Activities Coordinator

Spencer Hawkins – Clubs Coordinator

Sheila Mayne – Connections Coordinator

Sue Murie – Honor Coordinator

Memo Caldera – Student Advisory Council Coordinator

Robyn Damon – Office Manager

TABLE OF CONTENTS

Getting to Know the SCL Center and BYUSA	3
Student Connection & Leadership Center (SCL)	3
BYU Student Association (BYUSA)	3
BYUSA Within the BYU Organizational Structure	3
BYUSA Positions	3
BYUSA Presidency	4
BYUSA Areas	4
Activities	4
Clubs	5
Connections	6
Honor	6
Student Advisory Council	7
Area Vice President Expectations	8
Area Vice President Responsibilities	8
Application Eligibility	8
Candidate Qualifications	8
Candidate Feasibility	8
Applicant Conduct	9
Commitments & Scheduling	9
Application Requirements	10
Application	10
Area Plan	11
Letter of Reference	11
Interviews	11
Contact Us for More Information	11

Getting to Know the SCL Center and BYUSA

Student Connection & Leadership Center (SCL)

The Student Connection & Leadership Center is BYU's primary organization to help students connect with one another and gain leadership experience. Within the SCL Center exists Leadership Education, Support Staff, Accounting, Media Hub, and the BYU Student Service Association.

VISION - The Student Connection & Leadership Center inspires BYU students to create lasting connections, foster an inclusive campus, cultivate skills and talents, and live with integrity.

MISSION - Our mission is to provide Christ-centered leadership opportunities and create meaningful student-focused experiences.

BYU Student Association (BYUSA)

BYUSA is the vehicle by which SCL provides volunteer involvement, leadership, service, and student engagement opportunities. Each year, direction for BYUSA comes from the seven members of the BYUSA Presidency. The BYUSA President and Executive Vice President are elected positions. Upon election, they conduct an application and interview process to select vice presidents for each of the following areas: Activities, Clubs, Connections, Honor, and Student Advisory Council.

BYUSA Within the BYU Organizational Structure

BYUSA → SCL → Dean of Students → BYU Vice President of Student Life → BYU President

BYUSA Positions

Position	Quick Overview
President and Executive Vice President (EVP)	<ul style="list-style-type: none"> Responsible for the fulfillment of the BYUSA Presidency purpose and objectives (see below) Elected by the student body Serve Spring/Summer/Fall/Winter Average 15 hours per week
Area Vice Presidents	<ul style="list-style-type: none"> Serve as part of the BYUSA Presidency and responsible for the fulfillment of their area purpose and objectives (see below) Selected via application process by the President and EVP One for each of the five BYUSA areas Serve Spring/Summer/Fall/Winter Average 15 hours per week
Directors	<ul style="list-style-type: none"> Responsible for the fostering Christ-centered leadership opportunities for area volunteers Selected via application process by the area Vice President Number and responsibilities vary by area

	<ul style="list-style-type: none"> • Serve Summer/Fall/Winter • Average 10 hours per week
Leads	<ul style="list-style-type: none"> • Responsible for development and delivery of area engagement experiences (projects, events, campaigns, programs, etc) • Selected by the area Vice President and Directors • Number and responsibilities vary by area • Serve Fall/Winter as able • Average 3-5 hours per week
Committee Members	<ul style="list-style-type: none"> • Assist with development and delivery of area engagement experiences • Selected by the Directors and Leads • Serve Fall/Winter as able • Average 1-3 hours per week
Day of Volunteers	<ul style="list-style-type: none"> • Assist with delivery of engagement experiences • Master list managed by BYUSA Connections • Serve at events/programs/campaigns/etc. as able • Variable time based on availability

BYUSA Presidency

PURPOSE - Create relatable and accessible opportunities for student involvement and engagement.

OBJECTIVES

- Develop personal growth, teamwork, appreciation, and leadership experiences for individual volunteers
- Communicate involvement and engagement opportunities to the student body

PRESIDENT - The primary role of the president is to facilitate connection for individual students by making leadership opportunities and student-focused experiences more relatable and accessible. They work with student volunteers as well as formal BYU student councils, organizations, clubs, and groups to establish mutually beneficial relationships and opportunities. These relationships and opportunities focus on BYUSA's ability to fulfill its motto: "students serving students."

EXECUTIVE VICE PRESIDENT (EVP) - The primary role of the Executive Vice President is to direct the dialogue between BYUSA and the student body. The EVP assists in determining the priorities of BYUSA for their year of service and has creative license to tell the story of BYUSA. Utilizing a variety of print, video, photography, and online mediums, the EVP focuses on the 'who', 'why', and 'how' of BYUSA. The personality and voice conveyed through this position ultimately help BYUSA connect with a larger cross-section of the student body.

AREA VICE PRESIDENTS - The five Vice Presidents contribute to the work of the Presidency as well as directing the work of their individual areas (described below).

BYUSA Areas

Activities

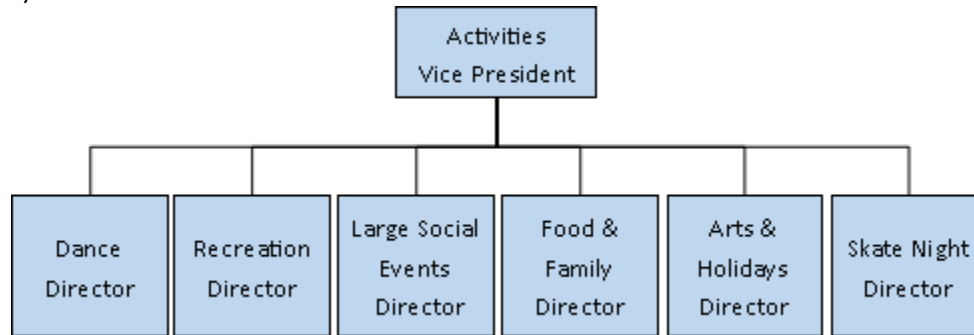
PURPOSE - Create meaningful student events that respond to the needs and interests of the general student body.

OBJECTIVES

- Maintain quality activities with a variety of types, times, themes, interests, and unique target populations which will collectively serve the whole of the student body
- Seek, explore, and implement student feedback where feasible
- Maximize awareness of and implement quality student events
- Create inclusive, accessible and safe social environments

BYUSA Activities provides the event arm of the organization. The Activities area creates, plans, organizes, and implements a mix of new and traditional events based on input and ongoing support from the student body. This area is designed to be a learning lab for students where they can learn to carry out experience design and management principles. A few signature programs from the Activities Area include: True Blue Foam, Homecoming BBQ and Dances, Fall Freeze, Bingo Night, Sweetheart Swing, and Unforum.

Org Chart (Tentative):



Clubs

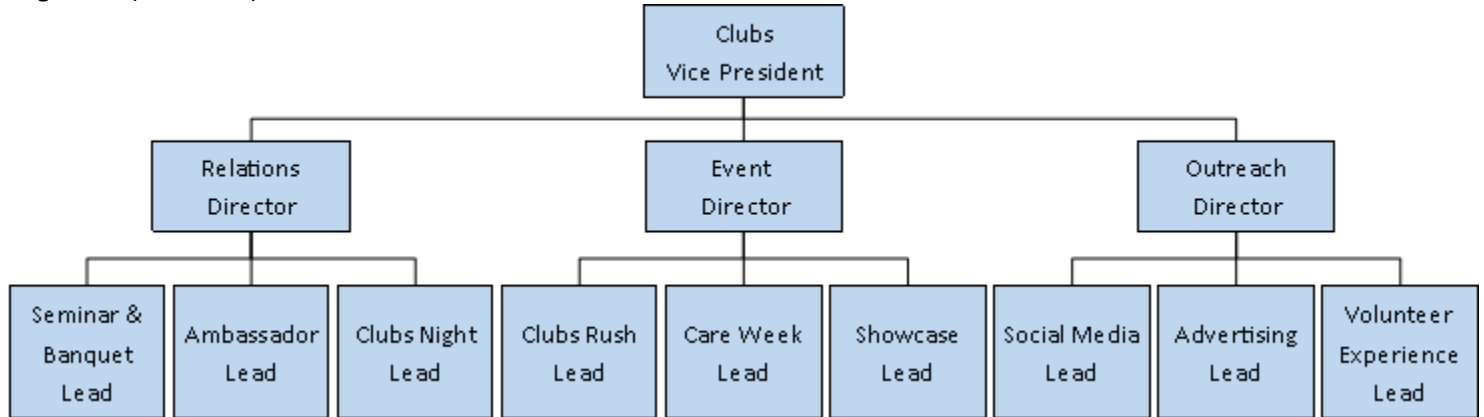
PURPOSE- BYUSA clubs exist to give students with similar interests a place to meet, enjoy activities, render service, and develop leadership skills.

OBJECTIVES

- Provide time, place, and structure for BYU students to make meaningful connections
- Provide opportunities to create and carry-out activities and events that align with their interests and passions

BYUSA Clubs encourages students to explore personal interests in a variety of ways: find an existing club, start a club, or explore new interests. Clubs Area volunteers provide programs and support for the various clubs. Individual clubs leadership provide students with opportunities to explore skills and talents that align most readily with their passions and personal experiences. The area volunteers provide support and structure for the individual clubs. The individual clubs themselves provide students with smaller communities from which they can draw strength and support. A few signature programs include the weekly Clubs Night, semesterly Care Week, and annual Clubs Showcase.

Org Chart (Tentative):



Connections

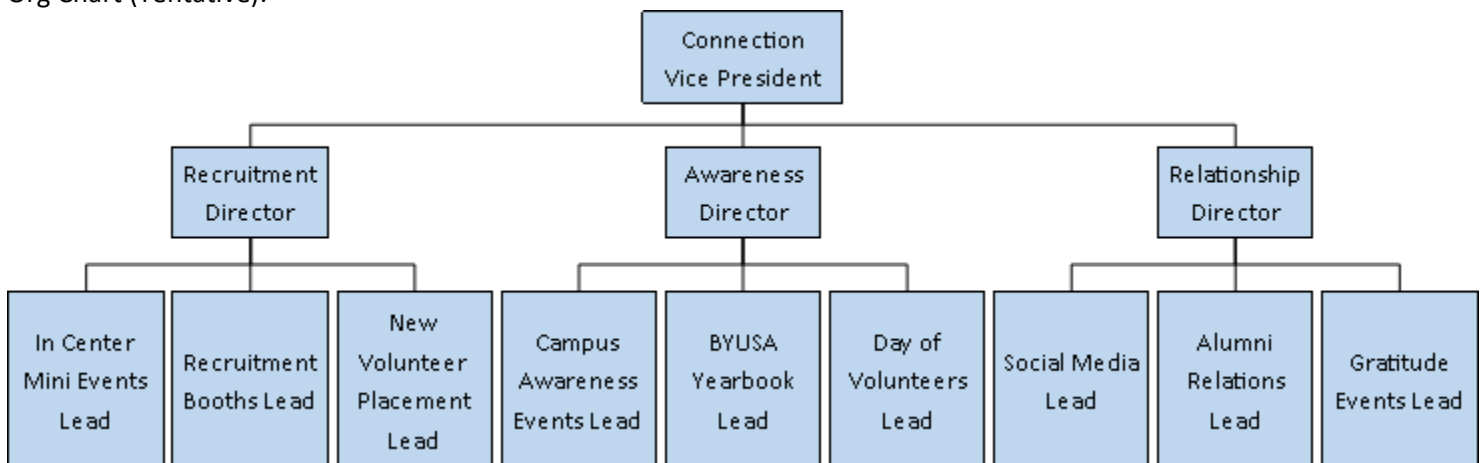
PURPOSE - Strengthen the Center's relationships with individual students and share the message of the organization.

OBJECTIVES

- Develop and improve volunteer recruitment, orientation, appreciation, and retention
- Maximize awareness of BYUSA, its programs, opportunities, initiatives, and events
- Maintain a leadership network with Center alumni

BYUSA Connections fosters relationships between individual students and BYUSA as well as between BYUSA and the greater campus community. The President and EVP lead the overarching efforts in creating meaningful volunteer experiences and the message of the organization, but Connections is a key player in making those things a reality. A few signature programs include: Get to Know BYUSA and volunteer recruitment booths, BYUSA branding campaigns, BYUSA Yearbook, and managing the SCL Center Linked In.

Org Chart (Tentative):



Honor

PURPOSE - Foster and celebrate the benefits of personal integrity, service, and inclusion.

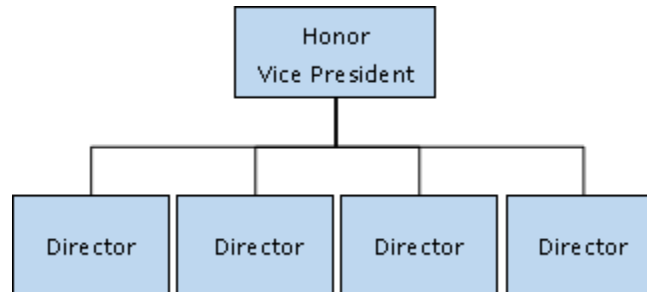
OBJECTIVES

- Develop and carry out educational campaigns
- Provide individualized service to the campus community

- Create opportunities for students to dialogue and become unified

BYUSA Honor focuses on events, promotional efforts, and initiatives that encourage personal integrity, service, and inclusion. The area allows for leaders, volunteers, and participants to understand and communicate the deeper aspects of integrity. A few signature programs include: Pen Talks, Honor Week, Service Squad, and Mental Health Matters.

Org Chart (Tentative):



Student Advisory Council

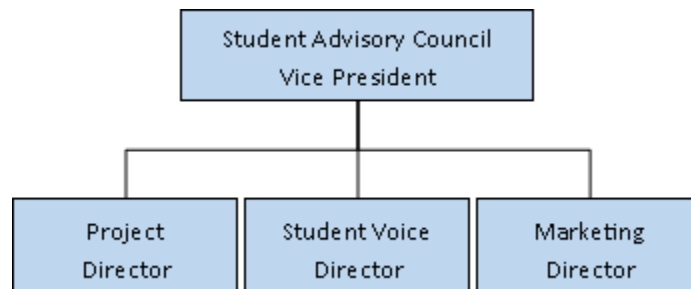
PURPOSE - Serve as a credible, representative, and sought-after resource for students and campus leadership to improve the BYU student experience.

OBJECTIVES

- Strengthen student voice through awareness and outreach
- Explore student suggestions through mentored research and dialogue with administrators and faculty
- Impact the student experience through/with continued collaboration with relevant BYU stakeholders

BYUSA Student Advisory Council is a representative body of students from various colleges, departments, organizations, and groups on campus. The Student Advisory Council serves the BYU community by striving to improve the student experience by presenting research-based student opinion to the BYU administration thus enhancing their ability to make informed decisions. Research and dialogue are central to how Student Advisory Council functions; this occurs by becoming a credible, sought-after resource for students and campus leadership. The Council's reputation is established by gathering ideas, providing meaningful recommendations and assistance in implementation, and representing the diverse BYU student body. A few signature programs include: Student Voice and Council research projects.

Org Chart (Tentative):



Area Vice President Expectations

Area Vice President Responsibilities

- Support and mentor volunteers in an effort to develop Christ-centered leaders
- Focus volunteer efforts and programs on the Student Connection and Leadership Center vision and mission
- Provide individual areas with vision, goals, and training
- Coordinate all area programs and meetings
- Ensure adherence to campus policy and procedure
- Coordinate and maintain communication with other cooperating campus entities
- Keep leaders and volunteers informed of current events and trends and how they relate to the work in the area
- Train and prepare volunteers to take on future vice president and director roles in the area
- Fulfill commitments and responsibilities as a member of the BYUSA Presidency

Application Eligibility

Applicants must fulfill the requirements outlined below. By completing the application, they agree to the terms of office. No application will be accepted after 11:59 PM on the deadline.

Current VPs are eligible to apply for VP a second time ONLY if it is for a different BYUSA area then where they currently serve. They are not eligible to apply for leadership of the same area so as not to conflict with their responsibility to train and prepare future area leadership and becoming a deterrent to other students pursuing leadership in the area.

Candidate Qualifications

- At the time of application and throughout the time in position, applicants must:
 - Be in good Honor Code standing
 - Have a cumulative GPA of 2.75 or above
 - Be in good academic standing
 - Maintain a valid ecclesiastical endorsement
 - Have fulfilled 40 hours of BYUSA service for the semester
 - Service must be verified by a full-time SCL employee
 - Completed service before the application is due
- Read the entire BYUSA Area Vice President Handbook
- Agree to the terms of office, submit the online application before 11:59 PM on the deadline

Candidate Feasibility

- Analyze financial situation
 - Position provides a scholarship and stipend each semester
 - Student employment during Fall/Winter semesters is strongly discouraged
 - Spring/Summer should provide time to prepare financially
- Analyze ability to serve from first day of Spring term to last day of the following Winter semester with BYUSA

Presidency position as the main volunteer commitment during time of service

- Be able to fulfill Spring/Summer requirements which will consist of:
 - Presidency planning and collaboration
 - Participation in the New Presidency retreat (April), ULA Conference (May), and BYUSA Leadership Training retreat (June).
 - Plan to commit to other Presidency deadlines and obligations
 - Full-time coordinator planning and collaboration
 - Program budget creation and management
 - Policy and procedure training
 - Fall/Winter programming preparation
 - Individual and organizational connection and networking
 - Maintain the Spring/Summer schedule of trainings, conferences, and office hours
- Commit to an average of 15 hours per week during the Fall/Winter semesters to fulfill Presidency obligations
- Enroll to be a full-time student during Fall/Winter
 - 12 credits as a daytime continuing student. Credits cannot be Independent Study.
 - Enroll in STDEV 155 Fall Semester (Mondays from 5-6:30pm)
- Make all necessary adjustments to serve in this capacity, commit to the year of service, and to attend all devotionals, BYUSA office hours, etc.
- Demonstrate consistent and reasonable progress toward graduation

Applicant Conduct

Applicants should seriously consider the responsibility to exemplify, teach, and promote the SCL vision and mission. The application process should highlight the applicant's ability to be innovative, establish a vision of connection, and implement a mission of service for BYUSA. Student leaders are expected to abide by the principles of the Honor Code and encourage their teams to do the same. This includes, but is not limited to, following the dress and grooming standards, the Academic Honesty Policy, and the residential living standards both in private and in public.

BYUSA is not a student government; applicants' plans for office should not include anything outside of the influence of their BYUSA position. Some approaches and strategies necessary to run an effective student government organization are not transferable to BYUSA and could therefore negatively impact the organization.

Any affiliation with the current presidency, candidates, and/or their campaigns does not guarantee selection for an Area Vice President position or any other position in the organization.

Commitments & Scheduling

Vice Presidents must be available and are expected to attend each of the following events:

Within 1-3 weeks of appointment, Area Vice Presidents must meet with coordinators and the current presidency to begin the transition process and selection of the incoming executive teams.

WEEKLY

BYUSA Presidency Meetings	MON 2PM*
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Area Coordination Meetings with Coordinator	MON 3PM*
Coordination Meetings with Area Student Leaders	TBD
University Devotionals & Forums	TUES 11AM

*Spring/Summer/Fall/Winter class schedules should be adjusted accordingly

ANNUALLY

Incoming/Outgoing Presidency meeting with University President	April 11
End of Year Banquet	April
New Presidency Training	April 27-28
Utah Leadership Academy (ULA)	May 10-13
BYUSA New Leadership Training	June 21-24
Foundations of Leadership Conference	August 18-20 and/or 22-24
BYUSA Presentation to University President's Council Presentation	TBD
BYUSA Winter Retreat	TBD
BYUSA Presentation to University President's Council Presentation	April
BYUSA Incoming/Outgoing Presidency Meeting with University President	April

Application Requirements

Application

The application to apply is found on the sclcenter.byu.edu/vp-information-selection website. The application will ask you for the following, so be prepared:

- Contact and BYU ID information
- Acknowledgment of qualifications and expectations for eligibility and time in office
- Explanation of prerequisite semesters involvement in BYUSA
- Description of your leadership style, how you will contribute to the BYUSA leadership team, and your plan to be an effective and impactful leader
- Selection of primary and secondary (optional) area(s) of interest as VP
- Share your Area Plan (see below) for each area of interest
- Upload a copy of your resume to provide information about your experience that is relevant to the position to which you are applying (.pdf format, no more than one page in length)
- Upload a letter of recommendation (see below)

Area Plan

During the application process you will be asked for an Area Plan for you area(s) of interest. This plan should outline:

- Your vision for the area
- How your vision enhances the vision and mission of BYUSA
- Specific aspects of area functioning or programming that could be added, modified, or changed.

To help formulate a plan for the BYUSA area, applicants are strongly encouraged to converse with the area coordinator & current area leadership to understand the current workings and future needs.

Letter of Reference

One letter of recommendation should be submitted for each applicant. The letter of recommendation are designed to outline more about the applicant's character and experience. SCL 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 applicants outside the context of student service organizations.

Recommendation letters are due with the application. They may be uploaded to the application itself or sent separately. Letters which are sent separately should be sent via standard mail, fax, or email:

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

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

Interviews

Applicants will be invited to an interview with the incoming President and Executive Vice President. Coordinators relevant to the areas of interest will also be in attendance. Depending upon the preferences of the area vice president, both group and individual interviews may be held. Interviews are an opportunity for the applicant to:

- Help the interviewers get to the know them
- Share their understanding of BYUSA and its vision
- Present Area Plan(s)
- Share how these plans connect to the vision/theme of the incoming President and EVP
- Highlight individual characteristics and experiences that will contribute to the BYUSA leadership team
- Discuss leadership styles
- Ask questions about the position, requirements, dates, and expectations.

FACTORS IMPACTING THE FINAL DECISION - Ability to commit to the scheduled training and requirement; alignment to the presidency-elect vision; relevant experience, skills, talents, and knowledge; vision for the BYUSA area; and fit within the presidency team.

Contact Us for More Information

We want to help you be successful; please ask us questions about any concerns that you might have. We are happy to discuss current area norms, processes, and programs as well as feasibility and impact of Please reach out to any of the SCL Center staff for further information, brainstorming, questions, etc. related to the areas.

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