

BYUSA

BYUSA Area Vice President Handbook 2023

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 6, 2023 at 8am. No late applications will be accepted.

This document has been approved for use in the 2023 Area Vice President application process and is subject to change.

Best wishes,

The Student Connection and Leadership Center Team

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Application Opens	Feb. 3, 8AM
Application Closes	Mar. 6, 8AM

A. Candidate Eligibility

The following qualifications are required for ALL candidates at the time of application and must be maintained throughout the term of service.

1. **Good Honor Code Standing-** Observance and support of the Church Educational System Honor Code, including its Dress and Grooming Standards. Candidates must have a current Ecclesiastical Endorsement.
2. **Good Academic Standing-** With a minimum cumulative GPA of 2.75
3. **Full-Time Student Status-** Enrollment as a current full-time continuing daytime student. (12+ credit hours, not including Independent Study).
4. **Service-Leadership Experience-** At least one semesters involvement in BYUSA service, with a minimum of 40 hours.
Note: Leadership must be verified by a full-time SCLC employee.
5. **Guide to BYUSA** – Candidates must review the Guide to BYUSA found on the sclcenter.byu.edu/byusa website.
6. **Vice President Handbook** - Candidates must review the entirety of this year's handbook.

B. Expected Terms of Office

If you are selected to become a BYUSA Vice President, you will be expected to commit to what is listed below. If these things do not seem possible, please do not apply to these positions.

General Expectations

- Be able to serve from the first day of Spring term to the last day of the following Winter semester with BYUSA Presidency position as the main volunteer commitment
- Commit to an average of 15 hours per week during the Summer/Fall/Winter semesters to fulfill Presidency obligations
- Make all necessary adjustments to serve in this capacity, commit to the year of service, and fulfill all commitments.
 - NOTE: Please analyze your financial situation
 - Student employment during Summer/Fall/Winter semesters is strongly discouraged
 - Position provides a full Academic scholarship and a Leadership scholarship each semester
 - Spring is a time to prepare financially
- Demonstrate consistent and reasonable progress toward graduation
- Maintain the eligibility qualifications throughout time in office

Specific Commitments

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

Winter of Election

Director Interviews	Beginning upon selection
End of Year Banquet	April 5, 5-7:30PM

New Presidency Retreat	April 7-8
Incoming/Outgoing Presidency meeting with University President	April 13, 3PM
Incoming/Outgoing Presidency transition meeting	April 17, 2PM

Spring/Summer

BYUSA Presidency Meetings (Virtual in Spring)	Monday, 2PM*
Area Coordination Meetings with Coordinator (Virtual in Spring)	Weekly TBD
Coordination Meetings with Area Student Leaders (Summer)	TBD
University Devotionals & Forums (Summer)	Tuesdays, 11AM
Office Hours (July 5-Sept 1, except University Holidays)	Monday-Friday, 2-5PM*
Utah Leadership Academy (ULA)	May 10-12
Summer New Student Orientation	June 23-24
Adventure Experience	June 27-30
Foundations of Leadership Conference (at least 1 session)	August 24-26, 28-30
Fall New Student Orientation	August 31-Sept 2

Fall/Winter

BYUSA Presidency Meetings	Mondays, 2PM*
Area Coordination Meetings with Coordinator	Weekly TBD
Coordination Meetings with Area Student Leaders	Weekly TBD
University Devotionals & Forums	Tuesdays, 11AM
Office Hours (Academic Class Days)	Monday-Friday, 2-5PM
STDEV 155 Authentic Leadership Class (Fall preferred)	Monday, 5-6:30PM
BYUSA Presentation to University President's Council	TBD Fall
BYUSA Winter Training	Expected February 2-3
BYUSA Presentation to University President's Council	TBD April
BYUSA Incoming/Outgoing Presidency Meeting with University President	TBD April
BYUSA Campaigns, Programs, and Events	As available

*Class schedules should be adjusted accordingly

D. 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.

The primary responsibility of a Vice President is to shepherd the volunteer leadership experiences of others through emulating the values and examples of Jesus Christ.

E. Application

The application to apply is found on the sclcenter.byu.edu/vp-information-selection website.

The application consists of the following elements:

1. Contact information, BYU netID, and BYU student ID number for each candidate
2. Acknowledgment of all candidate eligibility requirements for each candidate (this will be verified)
3. Acknowledgement of and commitment to the Expected Terms of Office for each candidate
4. Explanation of previous BYUSA involvement
5. Description of your leadership style and how you feel you'd contribute to the BYUSA leadership team.
6. Indicate up to areas of interest to serve as Vice President and provide a brief overview of your plan(s). Your plan for the area should include: a vision for the area, how it enhances the vision and mission of BYUSA, and specific aspects of area functioning or programming that could be added, modified, or changed.
7. Upload a resume.
8. OPTIONAL: upload a letter of recommendation from someone unassociated with the SCL Center.
9. Acknowledgement of and commitment to adhere to all elections guidelines, rules, regulations, expectations, and commitments as outlined in this handbook
10. Indicate if candidates wish to be considered for a Director position in the event they do not receive the position

F. 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.

G. Optional Letter of Reference

One letter of recommendation may be submitted for each applicant. The letter of recommendations 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

H. Interviews

Applicants will be invited to an interview with the incoming President and Executive Vice President who make the final decision on Vice President selection. SCLC Coordinators relevant to the areas of interest will also be in attendance to provide insight into area needs, trajectory, and opportunities for growth. 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.