

BYUSA

BYUSA Officer Handbook 2025

BYUSA OFFICER HANDBOOK 2025

Dear BYUSA Officer Applicant,

This handbook outlines the process for qualifying and applying for a BYUSA Officer 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 selection of **BYUSA Area Vice Presidents** begins in early March, following the BYUSA Elections. That interview and selection process is conducted by the newly elected President and EVP, in conjunction with the SCL Directors and Coordinators.

The selection of **BYUSA Area Directors** begins in early Winter Semester. The interview and selection process is conducted by the Area Coordinator, supported by the current Area Vice President, fulfilling their role in preparing leaders for the future. In the event that a Director position is still open, or becomes open by a selected Director being selected as a Vice President, the newly selected Vice President will join the selection process for the remaining Director positions.

The application remains open until filled, but for those interested in the Vice President position, all applications must be in by March 3, 2025 at 8am, when the newly elected President and EVP will begin their review process. No late applications will be accepted.

This document has been approved for use in the 2025 BYUSA Officer application process but is subject to change.

Best wishes,

The Student Connection and Leadership Center Team

A few notes on this process:

- If you are selected as a Director but have indicated interest in a VP position you will still be interviewed and considered for the VP position as well.
- If you are only interested in a VP position there is no negative or penalty of any kind for not also indicating interest in a Director position.

Why does this process begin so early?

- 1) To allow students to better compare the BYUSA leadership opportunity to other options they consider for their summer and following school year
- 2) To emphasize the role of the current presidency in building future leadership
- 3) To adjust the recruitment timeline for BYUSA leaders to allow students to be in place and prepared for the required May intensive training schedule
- 4) To improve the flow of program planning across BYUSA years, allowing for more consistent and timely program planning

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A. Candidate Eligibility

General Qualifications

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

- **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.
- **Good Academic Standing-** With a minimum cumulative GPA of 2.75
- **Full-Time Student Status-** Enrollment as a current full-time continuing daytime student. (12+ credit hours, not including Independent Study).

Additional Vice President Qualifications

- **Student Leadership Experience-** One semester of at least 40 hours in a student leadership role within the Student Connection and Leadership Center/BYUSA office.
 - a. Area Vice President of a different area
 - b. Director
 - c. Team Lead
 - d. A combination of involvement roles meeting the listed requirement (ie Homecoming BBQ committee member and SAC Rep)

Note: Leadership must be verified by a full-time SCLC employee.

B. Expected Terms of Office

If you are selected to become a BYUSA Officer, 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. There are many other volunteer opportunities within BYUSA.

General Expectations

- Be able to serve from the first day of Spring term to the last day of the following Winter semester with BYUSA officer position as the **main volunteer commitment**
- **Make all necessary adjustments** to serve in this capacity, commit to the year of service, and fulfill all commitments
- Demonstrate consistent and reasonable **progress toward graduation**
- **Maintain the eligibility qualifications** throughout time in office

Spring/Summer

Coordination Meeting with Coordinator	Weekly TBD
Coordination Meeting with Area Vice President	Weekly TBD
In Person Officer Training - PLEASE NOTE THAT THESE TRAINING HOURS ARE MORE EXTENSIVE THAN THE REGULAR OFFICE HOURS DURING THE SCHOOL YEAR.	May 1-May 30, Mon-Fri 1-5PM*
Adventure Experience - annual BYUSA kick-off team building and training event for all officers	May 5-7, multi day overnight retreat

Utah Leadership Academy (ULA) - conference for student leaders from Universities across Utah	May 14-16 – all day multi day conference
Summer Flex – Individual and group project time (virtual option) - Recruitment, planning, training, etc. Expect an average of five to ten hours of BYUSA time a week a week, including some schedule meetings (either in person or via zoom) to be prepared for the fall semester.	May 27-August 16, 5-10 hours weekly
In Person Training & Office Hours	August 4-22, 2-5PM*
Foundations of Leadership Conference	August 25-27
Fall New Student Orientation	August 28-Sept 2

*Class and work schedules should be adjusted accordingly

Fall/Winter

- Register for and attend the **StDev 155 Authentic Leadership** class during either Fall (preferred) or Winter semester on Monday from 5 to 6:50pm.
- Be available to support programs, events, projects, etc. as assigned
- Support other area and BYUSA programs, events, projects, etc. when available

Vice President Specific Expectations

Winter Semester of Selection

- Be available for interviews finalizing Directors for your area as needed
- Attend the **New Presidency Training** overnight retreat, March 28-29, 2025
- Attend the BYUSA end of year banquet
- Attend the incoming outgoing Presidency meeting with the University President
- Attend weekly meeting with Coordinator

Fall/Winter

- Attend **Devotional** at 11am on Tuesdays
- Attend the Big 12 Leadership Conference (TBD, expected October)
- Fulfill an **average of 15 hours** of service each week, including office hours Mon-Fri 2-5pm.* (In the case of a required class which conflicts with these times and has no other options, alternative office hours must be approved)
- Support BYUSA campaigns, programs, events, etc. As available

Director Specific Expectations

Fall/Winter

- Fulfill an **average of 10 hours** of service each week, including office hours Mon-Fri 3-5pm.* (In the case of a required class which conflicts with these times and has no other options, alternative office hours can be identified)

*Class schedules should be adjusted accordingly

D. Applicant Conduct

Applicants should seriously consider the responsibility to exemplify, teach, and promote the BYUSA 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 BYUSA Officer is to shepherd the volunteer leadership experiences of others through emulating the values and examples of Jesus Christ. They are NOT responsible for the project planning of their areas but for aiding the volunteers they oversee in successfully fulfilling their leadership experiences.

E. Application

The application to apply is found on the sclcenter.byu.edu website.

The application consists of the following elements:

1. Applicant contact information (name, netID, BYU student ID number, phone number, and BYU email)
2. Indication of positions of interest (Vice President and/or Director)
3. Acknowledgment of requirements and qualifications for these positions (this will be verified)
4. Description of your leadership style and how you feel you'd contribute to the BYUSA leadership team.
5. Indicate BYUSA areas of interest to serve as an officer and provide a brief overview of your plan(s). Share your idea(s) for the area(s) of interest you have indicated. (a vision for the area, how it enhances the vision and mission of BYUSA, specific aspects of area functioning or programming that could be added, modified, or changed, etc.)
6. For Vice President candidates:
 - a. Explanation of previous BYUSA involvement
 - b. Upload a resume.
 - c. OPTIONAL: upload a letter of recommendation from someone unassociated with the SCL Center.
7. Acknowledgement of and commitment to adhere to all elections guidelines, rules, regulations, expectations, and commitments as outlined in this handbook

F. Interviews and Selection

Interviews are an opportunity for the applicant to:

- Help the interviewers get to know them
- Share their understanding of BYUSA and its vision
- Present Area Plan(s) and ideas
- 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

Interviews may be held individually or as a group for multiple areas based on scheduling needs.

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 leadership 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 your ideas for the area(s). Please reach out to any of the SCL Center staff for further information, brainstorming, questions, etc. related to the areas.