

# STUDENT ALUMNI ASSOCIATION EXECUTIVE BOARD APPLICATION 2008-09

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Name \_\_\_\_\_ (Cell) Phone \_\_\_\_\_

School Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Year in School ('08-'09) \_\_\_\_\_ E-mail address \_\_\_\_\_

**Please answer all of the following questions in as much detail as possible. If you need additional room, please write on the back of this paper.**

***All applications must be turned in at the Alumni House by March 21 @ 5:00 p.m.***

1. What has been your involvement with SAA during the past year(s)?
2. List organizations you have been involved with in the past and your responsibilities within the organization.
3. Why are you interested in a position on the SAA Executive Board?
4. What do you visualize for the future of SAA and your personal role?
5. What skills or talents do you feel you can bring to the SAA Executive Board that would strengthen the organization? (graphic design, computer, organizational or personal skills)

### **Mandatory Meetings:**

1. Executive Board meetings are held **weekly** on Tuesdays at 9 p.m.
  - a. Each person can have three absences per semester (requires one week notice) and one unexpected absence (i.e. illness, etc).
2. Yearly Planning Retreat held in May/June, usually a Thursday to Sunday. This is a fun weekend in which the next year's activities and programs are planned. It is critical to the cohesiveness of the board.
3. Board members are expected to help promote membership at SOAR and Connections during the summer. We will have a sign up list and encourage everyone to sign up. If you are not available during the summer, other arrangements can be made.

### **Other Responsibilities:**

1. Board members are expected to participate in monthly events
2. The USU Student Alumni Association is a member of the national Association for Student Advancement Programs (ASAP). ASAP holds two conferences each year: nationals in July/August and districts in February. The Student Alumni Executive Board presents at these conferences. It is strongly suggested that you attend both conferences. It helps immensely in your development as a student leader.
3. It is expected that each member of the Student Alumni Executive Board set up office hours during fall & spring semester. Each member should schedule at least one hour a week for office hours.

## **EXECUTIVE BOARD POSITIONS AND RESPONSIBILITIES**

\*There are 13 positions on the board. Please number the top five positions you would be interested in, one being the most interested and five being the least.

### **\_\_\_\_ PRESIDENT**

Responsible for overseeing all executive board members' activities and provides help with projects and events. Works closely with the SAA advisor. Presides over weekly executive board meetings. Compiles the agenda for each weekly meeting. Works with senior gift committee. Holds an active position on the Alumni Association Executive Board. Gives an oral report at all Alumni Association Executive Board meetings (bi-monthly).

### **\_\_\_\_ EXECUTIVE VICE-PRESIDENT**

Attends weekly presidency meetings. Is second in charge to the President. Responsible for taking over duties the President is unable to complete or needs to delegate. Serves as a liaison for District VII and all Utah university SAA programs. Attends A-Day meetings to advise, help and then report to the presidency. Holds monthly meetings with Scholarship Recipients. Scholarship ice cream social

### **\_\_\_\_ SECRETARY**

Attends weekly presidency meetings. Takes attendance. Records minutes at meetings, contacts missing members with assignments, news, etc. Remind members of weekly events via e-mails or phone. Celebrates Executive Board birthdays and sends member birthday cards.

### **\_\_\_\_ HISTORIAN**

Creates and sends monthly newsletter. Keeps SAA web page updated regularly and promotes web address throughout campus. Takes pictures of every SAA event with the SAA camera. Saves newspaper clippings and flyers, etc. Keeps the website photo gallery updated with new events and pictures, possibly an SAA blog.

### **\_\_\_\_ TREASURER**

Responsible for monitoring budgets for all other members. Works closely with Membership Vice President to track new members. Works closely with Activities Vice-Presidents to reconcile income/expense report for each event.

### **\_\_\_\_ PROMOTIONS VICE-PRESIDENT**

Post all activities and True Aggie Nights on the university master calendar. Identify new means to inform general students of SAA. Find new methods to promote attendance at monthly meetings. Create PR/Advertising committee to help plan advertisements for the year. Works with the Membership chair to create brochure. Write press releases for large events such as A-Day, Sr. Celebration, and Founder's Day. Meets with publicity chairs from each committee to maintain consistency. Prepares logos and graphic designs for each event with help of committee requesting logo. Helps committees advertise for current events.

### **NETWORKING VICE-PRESIDENT**

Responsible for the relationship between students at USU and alumni. Arranges the Dinner with 12 Strangers (this requires finding hosts and students to represent each college). Coordinates personal committee to plan Dinner with 12 Strangers. Works with career services on campus and finds new ways to involve students with alumni. Creates and presides over the Senior Celebration committee. Plans and implements Fall & Spring Sr. Celebration.

### **A-DAY VICE-PRESIDENT**

Coordinates personal committee to plan and prepare for the week of A-Day. Meets with the SAA advisor and president regularly to discuss A-Day plans and to make sure the budget is met. Individually meets with committee members to make sure all tasks are being met. Conducts meetings to plan A-Day starting fall semester. Networks with other universities about A-Day or similar events. Attends and helps plan each event for A-Day.

### **SERVICE VICE-PRESIDENT**

Plans service projects for the year for SAA members to participate in. Sits on the A-Day committee as the family fundraiser service chair. Plans for at least two service projects a semester. Helps advertise service projects on campus and works closely with the Service Center. Plans and prepares Aggie Basketball service project, Chi Omega Halloween Carnival and Christmas Tree Lane.

### **AGGIE TRADITIONS VICE-PRESIDENT**

Oversees an Aggie Traditions Committee. Coordinates monthly True Aggie Nights with the assistance of the Aggie Traditions Committee. Works with the Homecoming Committee to plan Homecoming events. Aggie Traditions is specifically in charge of the Homecoming parade (also oversees the SAA float design and execution), golf tournament, Street Painting, and True Aggie Night. Assists the Founder's Day committee in planning Founder's Day. Plans pre-game parties and organizes SAA Intramural participation. Works with ASUSU Traditions chair in regards to Aggie Traditions (USU's Birthday party, collaborative Homecoming events, and any other school wide tradition events).

### **ACTIVITIES VICE-PRESIDENTS**

Works with committee to plan special events and regular member activities. Plans Student Alumni activities including but not limited to: etiquette dinner for fall and spring, Café Sabor nights, membership BBQ and member retreats. Attends all activities and evaluates activities with activity review sheets. Assists with A-Day and in helping all board members in all aspects.

### **MEMBERSHIP VICE-PRESIDENT**

Responsible for recruiting new members to SAA. Attends SOAR, Fall Leadership, Connections, etc. Promote awareness of SAA, finds and recruits new members to join SAA. *Convenient if in Logan over the summer.* Responsible for arranging for recruitment tables on a regular basis throughout the year. Ensures the members are participating in SAA events and are satisfied with their membership. Responsible for keeping contact with member and assigning each new member to a committee; makes membership packets and sends birthday cards to all members. Add new members into SAA database and Aggiemail contacts.

**Thank you for your time in filling out this application  
and interest in being a part of Student Alumni Association next year!**