



SDEC Executive Board & Member-at-Large Information Packet

The Student Diversity & Equality Council cultivates an inclusive and pluralistic campus environment through community building, leadership development, educational programming, advocacy, and recognition at Christopher Newport University.

The Executive Board of SDEC works to:

Community: To share the responsibility of promoting and sustaining diversity efforts through mutual support, communication and intergroup planning among student organizations and the University

Leadership: To develop purposeful leaders who serve as active facilitators and agents of social change.

Education: To promote awareness on the variations of human difference, equality and respect through informative programming

Advocacy: To serve as a sounding board and advocate for equitable practices and policies at the University

Recognition: To formally recognize student organizations and institutional achievements that champion diversity and inclusion efforts

All Executive Board Members will:

- Attend board meetings, SDEC-sponsored programs, planning sessions and social activities
- Maintain at least two regularly scheduled office hours per week during the academic year
- Serve as a team player for other members of the organization and assist in fulfilling the tasks and responsibilities of the organization
- Be in good disciplinary standing with the University
- Hold at least a 2.5 cumulative G.P.A.
- Demonstrate great organization, communication and time management skills

Available Positions

President

- Serve as the Chief Executive Officer of the organization, and provides overall leadership to the organizations' efforts and priorities
- Preside over all Executive Board meetings, and is responsible for crafting an agenda for each of these meetings with consultation from the Executive Board
- Attend, organize and host weekly board meetings, retreats, planning sessions and social activities for the Executive Board
- Responsible for outreach to student organizations whose purpose and goals align with the purpose of SDEC
- Organize the monthly Council meetings with affiliated student organizations
- Assign tasks and responsibilities but also makes the time to assist each board member to fulfill their tasks and responsibilities
- Serve as chairperson to the Standing Committee on Policy
- Meet weekly with the Advisor during the academic year

The President must be a member of SDEC for at least one year before holding the position. This individual should possess excellent organization skills, the ability to effectively communicate with others and will need to balance their time well—making SDEC a priority.

Executive Vice President

- Serve in the absence of the President, and provides leadership to the organization's efforts and priorities
- Coordinate PIER (Peers for Inclusion, Empowerment and Respect) recruitment process and dialogue programs
- Facilitate organization's recognition efforts and annual spring awards program
- Attend and assists the President in organizing weekly board meetings, retreats, planning sessions and social activities for the Executive Board
- Serve as the point of contact for SDEC presence at large-scale university events (i.e. Orientation, Homecoming, Fall Fest and Spring Fest)
- Make time to assist each board member to fulfill their tasks and responsibilities
- Meet weekly with the Advisor during the academic year

For Executive Vice President, experience with SDEC or other student organization(s) is preferred but not necessary. This individual will be successful with great communication, networking, and organizational skills coupled with the ability to balance multiple roles and time commitments.

Vice President of Operations

- Serve as the Chief Financial Officer of the organization
- Be knowledgeable of all necessary financial procedures by the University
- Maintain an accurate ledger of updated financial transaction information
- Provide a financial report summary at each Executive Board meeting
- Serve as the primary purchasing agent for the organization in conjunction with Advisor, and as such have responsibility to contact vendors and research pricing for the procurement as necessary
- Prepare an annual budget which reflects the needs of the organization with the simple majority approval of the Executive Board
- Facilitate and monitor progress with SDEC co-sponsorship process with other student organizations
- Serve as Secretary at Executive Board and Council meetings by recording the minutes and presenting the minutes to general body and Executive Board members within 48 hours after the meeting
- Communicate important information to all members which might include but is not limited to meeting minutes, upcoming meetings and events, and other organization announcements
- Create and maintain an office log which tracks office activity and hours for officers
- Maintain a roster of each member's full name, email, graduating class, and committee assignment.
- Meet with the Advisor during the academic year as necessary

For Vice President of Operations, knowledge and experience with student organization finances at CNU is preferred but not necessary. Experience with SDEC or other student organization(s) is preferred but not necessary. This individual should possess superb organization skills with attention to detail in order to be successful for the position.

Vice President of Marketing

- Develop and coordinate the organization's overall and program specific marketing/advertising efforts
- Serve as the chairperson for the standing committee on Marketing
- Responsible for communicating information and announcements to the campus community on behalf of SDEC
- Maintain updated information on social media platforms and serve as the primary administrator for all social media on behalf of SDEC
- Serve as the primary administrator for The Compass which includes but is not limited to maintaining the roster, adding upcoming events, uploading organization documents (i.e. meeting minutes, applications, forms)
- Reserve/acquire the necessary marketing space and resources through Office of Student Activities and Auxiliary Services
- Meet with the Advisor during the academic year as necessary

For Vice President of Marketing, knowledge and experience with advertising, marketing, and/or graphic design is preferred but not necessary. This individual should possess excellent verbal and oral communication skills with attention to detail in order to be successful for the position.

Vice President of Programming

- Serve as the Chief Programmer of the organization, and serve as the chairperson for the standing committee on Programming
- Develop and coordinate the organization's programming efforts which include but is not limited to SDEC-wide programs, Conference on Leading Change, Intercultural Festival, off-campus trips, speakers and performers
- Responsible for event planning and coordination of logistics, human and material resources for educational and social programs
- Serves as the point of contact for scheduling facilities, coordinating A/V technical needs and catering through Auxiliary Services
- Track attendance at each SDEC-sponsored program
- Attend weekly board meetings, retreats, planning sessions and social activities for the Executive Board
- Meet weekly with the Advisor during the academic year

For Vice President of Programming, knowledge and experience with event planning and programming is preferred but not necessary. This individual should possess excellent planning and organization skills with attention to detail in order to be successful for the position.

Members-at-Large

- Support the organization's efforts through service on at least one of the following Standing Committees on Programming, Policy or Marketing
- Attend monthly Council meetings
- Attend weekly/biweekly Committee meetings
- Serve as the pleasure of their committee chairperson(s) to complete assigned tasks and responsibilities
- Participate in SDEC sponsored programs, events and annual traditions.
- Meet with the President and/or Advisor as necessary

Members-at-Large positions are appointed by the President and Advisor to assist with the organizations efforts. Members-at-large do not serve on the Executive Board, but they commit to serve from their appointment until graduation.

Timeline for Applicants

Applications and Reference Forms for all Executive Board positions must be submitted to the Office of Student Activities (Suite 330 of the David Student Union) by **5:00pm on Thursday, February 4th**

Applicants for President:

- Applicants considered for President will be interviewed prior to Council Elections on Tuesday, February 9th
- Applicants will be expected to prepare remarks to address the Council prior to the election.
- If selected, the new SDEC President will be expected to participate in the selection process of the remaining officers with the Advisor.

Applicants for Executive Board Positions (except President):

- Interviews for the remaining Executive Board positions will be conducted Thursday, February 11th-Wednesday, February 17th
- Applicants will be contacted via email by Thursday, February 18th



SDEC Application

Diversity Initiatives | Office of Student Activities
Christopher Newport University

General Information

Applicant Name: _____

Campus Residence Hall: _____

Phone Number: _____ Email Address: _____

Permanent Address: _____

Permanent Phone Number: _____ Major(s): _____

Current Status (Circle one): Freshman Sophomore Junior Senior

Available Positions:

Please rank the positions below in the order which you are best able and willing to serve SDEC.
(1=Most Interest, 6=Least Interested)

_____	President	_____	Vice President of Marketing
_____	Executive Vice President	_____	Vice President of Programming
_____	Vice President of Operations	_____	Member-at-Large (non-Eboard)

Personal Letter of Intent

New Executive Board Applicants must submit a letter indicating why they would like to serve SDEC. This letter should answer and expand on the following prompts:

- What is the meaning of diversity? Please provide an example(s) of how you contribute to diversity at CNU.
- Why would you like to serve SDEC in a leadership role?
- What specific role(s) are you most interested in?
- What strengths and unique skills do you possess which make you a strong candidate for the role(s) you are interested in?
- What would you like to gain from being a part of SDEC?

Incumbent Executive Board Applicants must submit a letter indicating why they would like to continue to serve SDEC. This letter should answer and expand on the following prompts:

- Why would you like to continue your service to SDEC in a leadership role?
- What specific role(s) are you most interested in moving forward?
- What strengths and unique skills do you possess which make you a strong candidate for this new/continued role?
- What would you like to achieve for the upcoming year?

Involvement

Applicants should list current activities they are involved with at CNU and off-campus (including work, internships, etc.). Applicants are also encouraged to submit a resume with their application.

References

Please list two references who we may contact to learn more about you.

Name: _____	Name: _____
Office/Organization: _____	Office/Organization: _____
Phone Number: _____	Phone Number: _____
Email Address: _____	Email Address: _____

SDEC Academic Release

By providing the information on this card, I am agreeing to share my CNU grade point average and credit hours obtained with the following individuals for recruitment purposes only: SDEC Officers and Office of Student Activities Staff. If at any time I choose to revoke this release, I may do so by contacting the Assistant Director of Student Activities for Diversity Initiatives.

_____	_____	_____
Last Name	First Name	MI

Student ID Number

_____	_____
Signature	Date