



SDEC FALL 2016 APPLICATION

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.

SDEC works to make things C.L.E.A.R:

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 members must:

- Attend board meetings, SDEC-sponsored programs, planning sessions and social activities
- 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

Member-at-Large (Non Executive Board Position)

- Support the organization's efforts through service on at least one Committee (Programming, Policy, Marketing, or PIER)
- Attend Council meetings or Committee meetings every Tuesday during the 12:15-1:30 lunch block
- Complete assigned tasks and responsibilities given by their committee chairperson(s)
- Participate in SDEC sponsored programs, events and annual traditions

Members-at-Large positions are appointed by the President 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.

Vice President of Operations (Executive Board Position)

- 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
- Maintain at least 2 regularly scheduled office hours a week during the academic year

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.

Timeline for Applicants

Applications with Letters of Intent must be submitted to the Office of Student Activities (Suite 330 of the David Student Union) by **5:00pm on Monday, September 5th.**

Interviews will be conducted Wednesday, September 7th- Friday, September 9th

Applicants will be contacted via email by Wednesday, September 14th



SDEC Application

Diversity Initiatives | Office of Student Activities
Christopher Newport University

General Information

Applicant Name: _____

Phone Number: _____ Email Address: _____

CNU ID: _____ Major(s): _____

Current Status (Circle one): Freshman Sophomore Junior Senior

Available Positions:

Please check the positions below in which you are best able and willing to serve SDEC.

_____ Vice President of Operations

_____ Member-at-Large (non-Eboard)

Involvement

Please list current activities you are involved with at CNU and off-campus (including work, internships, etc.).

Personal Letter of Intent

Please attach to this application a letter indicating why you would like to serve SDEC. This letter should answer and expand on the following prompts:

- What is the meaning of diversity? Provide an example(s) of how you contribute to diversity at CNU.
- Why would you like to serve SDEC?
- What specific role(s) are you most interested in and why?
- 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?

References

Please list two references whom 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
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Student ID Number

Signature	Date
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