

## **SUUSA 2022 Appointed Executive Council Packet**

Southern Utah University

Students seeking elected or appointed offices in the Southern Utah University Student Association must be willing to fulfill the following requirements.

**In order to be eligible to apply for an appointed position, run for an elected office, and/or hold and maintain any elected or appointed position or office within SUUSA Student Government, an individual must:**

1. Be matriculated as a student at SUU;
2. Be enrolled in and complete at all times a minimum of twelve [12] semester hours as an undergraduate student or six [6] semester hours as a graduate student.
3. Possess a minimum cumulative GPA of 2.75 for Senators and appointed positions and a 3.0 for Executive Council on a 4.0 scale to apply for and/or run for an elected or appointed position. During the academic year they are in office, elected and appointed officials shall maintain a 2.75 for Senators and a 3.0 for Executive Council minimum semester GPA.
4. Be in good standing with University Conduct.
5. Candidates who are elected or appointed to office may not participate in other activities or leadership positions that prevent them from performing their elected duties.
6. Candidates elected and appointed to an Executive Office must reside in Cedar City during the summer (April - August).
7. Candidates elected and appointed to an Executive Office who wish to hold a job during their term in office must work with the Student Involvement and Leadership Professional Staff Member to ensure there is no time conflict with their elected duties.

### **Important Mandatory Dates**

If you are elected to the Student Association, it is expected that you attend and be available for the following dates. For all elected positions additional commitments will be given based on the position you are elected into:

- ALL SUUSA: Utah Leadership Academy (ULA) May 11 - 12, 2022
- ALL SUUSA: ALL STIL Retreat - August 31st, 2022 (All Day)
- ALL SUUSA: Thunder U - September 2-6, 2022
- ALL SUUSA: ALL STIL Meeting - Wednesday, October 5th, 2022 4 - 5 pm
- ALL SUUSA: ALL STIL Meeting - Wednesday, November 2nd, 2022 4 - 5 pm
- ALL SUUSA: Class Registration Efforts TBD.
- ALL SUUSA: ALL STIL Meeting - Wednesday, December 7th, 2022 4 - 5 pm
- ALL SUUSA: ALL STIL Meeting - Wednesday, January 11th, 2023 4 - 5 pm
- ALL SUUSA: ALL STIL Meeting - Wednesday, February 1st, 2023 4 - 5 pm

- ALL SUUSA: Casino Night - Saturday, March 10th, 2023
- ALL SUUSA: Class Registration Efforts TBD
- ALL SUUSA: ALL STIL Meeting - Wednesday, April 5th, 2023 4 - 5 pm

In addition to the all elected position dates listed above the Executive Council must commit to the following dates:

- EC: Black Out Dates (No working) May 2 - May 6, 2022
- EC: EC Overnight Retreat May 6 - 8, 2022
- EC: Black Out Dates (No working) May 9 - 10, 2022
- EC: EC Bootcamp Week May 16 - 20, 2022 8:00 am - 5:00 pm
- EC: May Weekly Hours, 2022 9 am - Noon daily (10 hours weekly)
- EC: June Weekly Hours, 2022 9 am - Noon daily (10 hours weekly)
- EC: July Weekly Hours, 2022 9 am - Noon daily (10 hours weekly)
- EC: August Weekly, 2022 Hours 9 am - Noon daily (10 hours weekly)
- EC: Thunder U - September 2-6, 2022 (all day)
- EC: Thunder U - January 6-7, 2022 (all day)
- EC: EC Winter Retreat - January 7th, 2023 (All Day)
- EC: Fall, 2022 Semesterly Hours (20 hours weekly)
- EC: Spring, 2023 Semesterly Hours (20 hours weekly)
- EC: April, 2023 Transition Retreat and training (tbd)

## 2022 SUUSA Student Appointment Timeline

- Declaration forms due 2/16 by 5 pm in the STIL Center
- Members from the STIL Center will reach out to you to schedule an interview.

## Student Leader Expectations

The following serve as guidelines and expectations that each student involved in the Student Involvement and Leadership Center (STIL) needs to understand and agree to in order to apply and maintain their position within STIL. Additional guidelines and expectations may be placed on the students through Government Branch, Programming Branch, or Marketing Branch.

STIL exists to help all students get involved, make connections, and develop the leadership skills necessary to succeed beyond the classroom and after college. STIL also advocates for and provides a voice to each student to ensure successful and meaningful experiences, both inside and outside the classroom. STIL is dedicated to helping all students find success, retain, and accomplish their goals.

## Work Ethic and Purpose:

1. We are here to serve, serve, serve, serve, serve, and serve some more. If you are not interested in serving students, this probably isn't for you.
2. We make our decisions based on the following:
  - a. First, what's best for students.
  - b. Second, what's best for SUU
  - c. If we satisfy both of these, we can then ask ourselves:
  - d. Third, what's best for my department/area
  - e. Fourth, what's best for me
  - f. If you are inclined to make your decisions based on what's best for you or your area, working within STIL might not be for you.
3. We seek out three random students each day (M-F) to check in on them and to let them know we are here to help. Be ready to get out of your comfort zone.
4. We look out for lost students, 'wallflowers', those who are struggling to fit in, and make sure they know they have a friend within STIL.
5. We welcome and help every student who enters the STIL center. We will not pass the buck. If we don't know the answer, we will help the student find the answer, even if that means walking them across campus.
6. We serve as a team and see things through until they are completed. We have a lot of long days. It is expected that you jump on board even if it is not in your area. We support all areas within STIL.
7. We don't clump. It's impossible to get others involved when we only stick to our friends. While it's great to have close friends, we are inclusive of all.
8. We support our campus partners with tabling efforts and other initiatives.
9. We know and practice the 'SUU Way' in all things - speech, behavior, work ethic, service, etc.
10. There will be things you may not like doing. Don't complain. Welcome to the real-world.

### **Professionalism and Office Etiquette**

1. We respect all other organizations (PA's, ACES, ISA, etc.). We are all one team trying to accomplish the same goal: helping students succeed. Badmouthing, gossiping, backbiting will not be tolerated.
2. We communicate, communicate, communicate, and communicate some more. Your advisors and colleagues can't read minds. When something isn't going right, we speak up.
3. We understand that grudges can severely damage an organization.
4. You are expected to meet with your assigned advisor (at a minimum once a month if you are an EC member and twice a semester for all other leaders).
5. We attend Center socials and get-togethers.
6. We practice professional email etiquette and follow SUU's email policy; we respond to emails within 24 hours and check emails three times a day.
7. We work directly with various offices across campus; therefore, professionalism is expected.

8. We are present and intentional in all meetings; we put our phones in your pocket/backpack to ensure we are not distracted.
9. We understand that not all decisions will be unanimous. Welcome to the real-world. Once your leader/advisor decides, it is expected that you fully support that decision.
10. We attend all leadership training, retreats, meetings, ULA, etc.
11. We practice the highest level of professionalism. This includes, but is not limited to: not using profanity or inappropriate language, wearing appropriate attire, speaking positively of others, working hard, being honest and demonstrating integrity, etc.
12. We respect our space and other spaces around campus. Clean the office and take care of your stuff; clean up after yourself - your peers and staff members in the STIL office are not your personal maids; respect others property; be proactive and clean up messes, even if not your mess.
13. We do not tolerate discrimination in any form.
14. We know the school fight song and sing along at games.
15. We wear SUU red every Friday and wear our polo and name tags on designated days.
16. We value honesty. Lying about or stretching the truth about your hours worked, projects performed, tasks accomplished, taking credit for others, etc. will not be tolerated.
17. We keep our commitments. If we say we are going to be somewhere, we are there.
18. Consistently being tardy will not be tolerated.
19. We praise publicly and criticize privately. If there is an issue we have with someone else, we speak in private with them. We do not intentionally hide or withhold information; if the information can help others make better decisions, we share it.
20. We practice humility in all that we do.
21. We know that we will be privy to special information and should therefore be selective in when, where, to whom we share it. Welcome to leadership.
22. We have meetings with purpose; if the meeting can be said in an email, we don't have the meeting. We read each and every email knowing that this is how most of the information will be disseminated. We believe that loyalty is highly important. We are loyal to each other and to SUU; do what you say you are going to do.
23. We communicate with each other and especially with your advisors. No one should be left in the dark. Over communication is better than no communication at all.
24. We own our mistakes and learn from them.
25. We embrace failure. Be ready to fail. Learn to love failing. Try to fail. If we are not failing, we are not trying hard enough. We challenge ourselves to think outside of the box, in the box, around the box, under the box, on top of the box. We are not scared to try new things. We are ready to charter new territory. Into the unknown is where success is found.

**Before you start:**

1. Please know that there will be online orientation modules, advisor meetings, transition training, checklists, etc. before you fully begin with your position. Be prompt in completing these tasks.

## 2022 SUUSA Activities and Initiatives

### **The Center for Student Involvement and Leadership (STIL) has two key groups:**

1. **The Student Association** (SUUSA, SPB, Marketing, often collectively referred to as SUUSA). This group comprises of elected and appointed SUU students and is advised by the director and assistant director of STIL.
2. **Student Involvement and Leadership**, is responsible for implementing involvement and leadership initiatives and programs across campus. The director and assistant director will hire student Involvement Captains to help with these initiatives and to help SUUSA accomplish their tasks.

### **Below are just a few of the great things the Student Association can be involved with this next year:**

- See through and execute your own campaign platform on which you ran on.
- Represent and advocate the student voice and concerns by serving as a liaison between the student body and administration. This can be done through T-Bird Squawks, meeting with your college representatives (Deans, Department Chairs, etc.), tabling, visiting with students, senate meetings, surveying, etc.
- Serve as the key player for your academic college. Develop and create senator open hours and roaming systems to seek out student input and concerns with colleagues in their college; staffing tables in their buildings, help educate the student body on important dates and upcoming events within your college, sit on committees, etc.
- Serve as the student representation on search committees for the campus at large.
- Sit in on administration meetings to serve as the student voice and advocate for student needs.
- Develop new and support current programming for students who are unsure of their major/exploring their options such as choose your Major Fair, Exploration Workshops, Grad Nights, etc.
- Develop and serve as a visible beacon for student concerns and questions through roving signs during the first weeks of the semester, midterms, finals week, and other retention campaigns and initiatives.
- Support and lead out on class registration pushes, calling campaigns, events, tabling, etc. efforts to ensure all students are educated and supported during class registration.

- Serve as the expert in your college on class registration. Become a liaison for your academic college for class registration questions and concerns. Calling campaigns per major for registration etc.
- Develop and facilitate all SUUSA Open forums to gauge student concerns and needs.
- Communicate the state of initiatives and updates for the student body through mailers, newsletters, State of SUU events, and other campaigns to be as transparent as possible.
- Serve as the student voice and advocacy on the Student Fee Review Committee to vote on student fees that impact the entire student body at large.
- Create ways to be more visible around campus and at events by supporting other organization's initiatives and activities.
- Serve on university committees or task forces for energy conservation committees, etc.
- Develop and creating the brand of SUUSA
- Define what a student representatives' role is as they serve on the SUUSA senate. Create and facilitate representatives on boarding and training.
- Work with the Student Programming Board to find unique college events and programming for different pockets of students/demographics that are underrepresented.
- Find more ways to be the voice for students and to advocate for them across campus
- Meet regularly with deans and department chairs to discuss specific college issue
- Support and help facilitate the Student Involvement and Leadership Office events such as leadership workshops, connect days, leadership weekends, guest speakers, etc.
- Attend the Student Programming events and look for wallflowers and get them connected with other students.
- Be more visible on campus and walk around campus to connect with at least three students a day.
- Develop and oversee student and club funding requests and the approving process.
- Facilitate and advocate club training and ongoing workshops.
- Support and promote club events and other campus wide initiatives.
- Create and follow through on senate initiatives, presidential initiatives, etc.
- Become cross trained as Involvement Captain.
- Create task committees and side projects that enhance the student experience and request access to the Involvement Captains.
- Partner on planning and facilitating Service Saturday.
- Conduct apartment walks during peaks of the semester to gauge student needs and inform students on upcoming dates and deadlines such as registration.
- Create and facilitate campus meet ups for all upper-class students. Create and facilitate the Meet your Student Reps formally known as Meet your SUUSA) event that connects students to their reps.
- Create and hold open forums for students to voice their current concerns.
- Partner with the First Year Experience Office for Campus Connect events and initiatives.

- Facilitate Meet your Club events to introduce students to clubs throughout the year.
- Help with assignments from STIL and projects STIL are working on.
- Create a high school graduation cheering program where members of the Student Association attend highschool graduation ceremonies and cheer on incoming-T Birds and welcome them to the Thunderbird Family.
- Create and conduct Summer sendoff socials across the state that introduces students to the Thunderbird experience remotely and in their hometown.
- Facilitate and partner on large campus events like Food and Faith, Thunder U, Graduation, etc.
- Develop and facilitate mentorship programming for upper class students.
- Partner and create alumni connections round table weekly discussions that prepare students for life beyond SUU.
- Support and partner with Health and Wellness initiatives on campus such as Wellness walks and other Health and Wellness events and programs.
- Serve as an ambassador for Student Involvement over the summer by welcoming students to STIL, Thunder U, and during Personalized Visits for all incoming students.
- Find ways to better the student experience by developing new branding, programming, and other initiatives to instil pride in the students.
- Help host information tables at Red Riots, Leadership Weekends, Parent and Family Weekend, etc. that gives students a chance to find out more about getting involved at SUU.
- Etc., etc., etc.

Submit your Executive Council Appointed Declaration Form to the Student Involvement and Leadership Center (Student Center 177) before **5 PM on Wednesday, February 16, 2022**. Any declaration forms submitted after the prescribed deadline will not be considered.

Additional Questions regarding the process, please contact:

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