**SAIL Executive Staff Application 2019**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UIN #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you are torn about applying for Exec Staff, please talk to one of us! We would love to give you answers to any questions you may have. We enjoy sharing our experience with others.**

1. Why do you want to become a member of Exec-Staff?

1. If you could make any changes in SAIL for next year, what would they be and why?
2. What have you accomplished in SAIL this year, specifically? What have you done that others haven’t? What is your proudest accomplishment?
3. Please choose a situation/circumstance/event that you were unpleased with from your experience this year in SAIL and detail how you would have handled it differently. (May be of personal or witnessed events.)
4. What position are you applying for and why do you qualify for that position? (You are still considered for other positions on Exec Staff in the case that another person applies for the same position.) What position is least preferred to you and why?
5. Please list any other time commitments you have for the ’19-’20 school year, including: jobs, potential internships or co-ops, if you plan to apply or be a part of any other organizations, or any other affair that will require an additional time commitment away from SAIL.

**\*\*Applications are due no later than March 8th at 5pm. Late applications WILL NOT be accepted.   Please e-mail a copy of your application to** [**sailexecstaff@gmail.com**](mailto:sailexecstaff@gmail.com) **.  At that time, we will allow you to schedule an interview time during the week of March 18th-29th. If there are any issues, please contact one of us BEFORE March 8th so we can work something out.\*\***

Exec Positions

**Executive Director (President)**

Run staff and Monday night meetings. Completes director of finance training and works with this director closely and advisor for financial decisions. Schedule Monday night meeting speaker. Main contact for SAIL. Help with booking rooms. Manage Remind account. Help any exec if they need it.

**Executive Assistant Director (VP)**

Run regular and executive SAIL meetings in the absence of the Executive Director. In charge of tracking attendance from events, receive and review excuses for absences, and alert sophomores if they are not meeting the attendance requirements, have “open-door policy” when it comes to answering every and all questions about attendance and policy . Assist the Executive Director in any manner possible. Uphold and enforce policy and organization’s constitution with integrity and responsibility. Host Conduct Meetings.

**Executive Director of Finance**

Manages all of SAIL’s finances. Determines staff and member dues based on need and creates committee budgets. Works closely with SAIL’s advisor and SOFC in order to make check requests for apparel payments, reimbursements, and any expenses SAIL needs.

**Executive Director of Leadership Development**

Ensures that leadership remains the focus behind the organization. In charge of routinely checking meeting itineraries to ensure that leadership aspects are being included. Oversees conduct meetings with executive assistant director. Will review absence requests and absences and determine whether they are excused or unexcused. In charge of creating the PowerPoints for Monday night meetings.

**Executive Director of Public Relations**

Updates SAIL website and social media profiles regularly. Photographs retreats, meetings, events, etc. Basically, the marketing position for SAIL, helps reach out to the public to show what SAIL is and what we do. Work with executive director of finance to set up yearly payment of website. Organizes SAIL semester picture day.

\*\*The liaison for the Special committee will also complete SOFC paperwork for apparel orders along with dealing with apparel payments and any issues\*\*