

**Student Advisory Council (SAC)**  
Executive Board Application

**Application Packet Cover Sheet**

- ☐ Resume: Please include information regarding your course of study, expected graduation date, employment history, and related activities and interests.
- ☐ Statement of Purpose: This brief essay should summarize your interest in serving on the Student Advisory Council and, if applicable, the Board of Higher Education and demonstrate your understanding of this leadership role.
- ☐ Two Personal References: References may be provided by a fellow student in a leadership role, college administrator, faculty member, or other professional who can attest to your attributes to serve in this capacity.
- ☐ Enrollment/Satisfactory Academic Progress (SAP) Verification Letter: The Registrar must certify that you are enrolled as an undergraduate student and that you meet the required standards for maintaining satisfactory academic progress at your institution.
- ☐ Academic Transcript: Copy of current official or unofficial academic transcript
- ☐ Campus Advisor Authorization: Please include a letter from your campus's student government advisor that 1) authorizes you to participate in the current SAC Executive Board application process and 2) confirms your present compliance with the campus's student government bylaws
- ☐ Affirmation from the Office of the President at your institution of the completeness of the application: On behalf of the President's Office at \_\_\_\_\_

I, \_\_\_\_\_ (President's Office staff) have reviewed and hereby confirm the completeness of the application for \_\_\_\_\_ and confirm that \_\_\_\_\_ is in compliance with the our institution's Student Code of Conduct.

By signing below, I certify that the information provided in this application, and all supporting documents are true, accurate, and complete to the best of my knowledge. I understand that any false or misleading information may result in disqualification from consideration and withdrawal of my nomination. I acknowledge that the Department of Higher Education and/or my institution may verify the information I have provided.

Signature: \_\_\_\_\_

*Thank you for your application!*

Please return to Nicole Johnson Director of Board and Community Relations, SAC Advisor  
[nicjohnson@dhe.mass.edu](mailto:nicjohnson@dhe.mass.edu)

## **Student Advisory Council (SAC)**

### **Executive Board Application**

#### **All Candidates for SAC Executive Board must meet the following criteria:**

1. All candidates must be undergraduate students currently enrolled and matriculated at a public higher education institution in the Commonwealth of Massachusetts.
2. All candidates must verify that they have maintained satisfactory academic progress, as determined by the policy of the institution at which such student is enrolled, at the time of their application and nomination.
3. Candidates must be in good standing and in compliance with their campus's student government bylaws and student code of conduct
4. All candidates must read and review the SAC [Bylaws](#) and [Roles and Responsibilities](#).
5. All candidates must be authorized to participate on the Council by their campus Advisor.
6. The application packet must include a completed application with responses entered directly into the application form.
7. The Chairperson/Student Member of the Board of Higher Education position will be represented by a student from either the University of Massachusetts, one of the Community Colleges, or one of the State Universities and will rotate yearly. The two (2) segmental student advisors to the student member of the Board of Higher Education will be represented from the two systems not represented by the student member.
8. Candidates and their applications will be evaluated by their institution's Student Government Advisor and the President's Office, as well as DHE staff.
9. For the voting student member on the Board of Higher Education/SAC Chairperson, the SAC will interview and nominate a candidate for the Governor's consideration upon successful submission of all required application materials. Following a vote held pursuant to SAC bylaws, DHE will forward the nominee's application to the Governor's Board Office of boards and Commissions for review and approval.

Please be advised that the Governor, not SAC, ultimately approves and appoints BHE's new voting student member in accordance with the terms of M.G.L. c. 15A, section 4(a)

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**Position for which you are running for:** *please check one*

- ☐ **BHE Student Voting BHE Member/SAC Chair** ☐ **Vice Chair**
- ☐ **Policy Chair** ☐ **PR Chair** ☐ **Student BHE Segmental Advisor**

Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Institution: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Curriculum Hours Completed: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

How many hours per week can you devote towards SAC? \_\_\_\_\_

How many hours per week do you work? \_\_\_\_\_

The nomination process requires each candidate to complete an interview with the Student Advisory Committee (SAC). Candidates will be notified of specific details regarding interviews upon receipt of their application.

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**Executive Board Position Interview Sample Questions**

- In your opinion, what are the three most important issues facing higher education for next year? Please prioritize these issues.
  - Why do you want this position?
  - Are you aware of the time commitment for this position? Are you willing to accept the rigors of the job given the impact on your academic studies?
  - What mode of communication will you use to inform students and receive feedback from students about issues influencing public higher education in Massachusetts?
-

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#### **Letter of Recommendation – Executive Committee Position**

Name of Candidate: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Title & Institution/Organization: \_\_\_\_\_

Reference Email: \_\_\_\_\_

How long has Reference known the Candidate? \_\_\_\_\_

The candidate above is interested in serving on the executive committee of the Student Advisory Council (SAC). In this position, the applicant is expected to work with a group of diverse individuals, play an active role in student advocacy, and attend various meetings and functions as a representative SAC. For more information on SAC, please visit the [Student Advisory Council website](#).

Please share your perspective on how this candidate would contribute to and represent the Student Advisory Council. You may consider qualities such as leadership, character, community involvement, communication skills, or any other attributes you believe are relevant.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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