



# SAC Executive Board Officers Application

**Please submit your application materials to:**

Nicole Johnson

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## **Overview**

The Student Advisory Council (SAC) is an advisory committee to the Board of Higher Education (BHE) and is comprised of the student trustees and SGA Presidents from the community colleges, state universities and the University of Massachusetts. It is the responsibility of this Council to elect Executive Board Officers, consisting of a Vice Chair, Secretary/PR Chair and Parliamentarian/Policy Chair.

Role of the SAC Executive Board Officers are as follows:

### Vice Chairperson

1. To perform the duties of the Chairperson in the event of their absence or illness and assist in the preparation and conduct of the general business under the direction of the Chairperson;
2. To serve as an ex officio voting member of all committees of which they are not a regular member.

### Parliamentarian/Policy Chair

1. To serve as Chair of the Policy Committee;
2. To draft motions, resolutions and policy for the Executive Committee and SAC to review and approve;
3. To advise on areas of policy that help move the SAC goals forward;

### Secretary/PR Chair

1. To serve as Chair the Public Relations Committee;
2. To give written notice of all regular and special meeting of the Student Advisory Council, the committees, and to compile and distribute agendas thereof;
3. To assist the Chairperson in scheduling and preparing agendas for other events including orientation for new members;
4. To prepare the minutes of the meetings of the Student Advisory Council and to certify official documents and proceedings;
5. To conduct correspondences on behalf of the Student Advisory Council and to certify official documents and proceedings;
6. To perform duties not inconsistent with those prescribed time to time by the Chairperson.

### [SAC By-Laws](#)

### [Roles and Responsibilities](#)

This role requires that you attend the regularly scheduled Student Advisory Council meetings (average of 6 meetings; Thursdays 4 p.m. -7 p.m.) as well as attend weekly Executive Committee meetings (date and times TBD based on student schedules). The SAC meetings are held the Thursday before every BHE meeting



## Application Process

You **DOT NOT** need to be a Student Government President or Student Trustee to apply for these positions, but you must meet the following minimum criteria to apply:

1. You must be an undergraduate student, a student who has matriculated at an institution of higher education and successfully completed high school or earned a GED and attend one of the 29 public higher education institutions in Massachusetts.
2. Students shall have maintained satisfactory academic progress as determined by the policy of the institution at which such student is enrolled.

Applicants for Executive Board Officers positions, must submit the following information:

1. **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 satisfactory academic progress at your institution.
2. **Résumé**  
Please include information regarding your course of study, expected graduation date, employment history, and related activities and interests.
3. **Two References**  
One from a peer/fellow student in a leadership role, and one from a college administrator, faculty member, or other professional who can attest to your attributes to serve in this capacity.
4. **Statement of Purpose**  
This brief essay should summarize your interest in serving as an Executive Board Officer, the position you are applying for and demonstrates your understanding of this leadership role.
5. **Campus Certifying Letter**  
Your Campus Advisor must provide a letter certifying and signing off on your application materials.

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**APPLICATIONS MUST BE RECEIVED BY October 4, 2024, by 5 p.m.**

The selection process requires each applicant to complete an interview with the Student Advisory Committee (SAC). **Interviews will be held at the October 17, 2024, SAC Meeting.** Applicants will be notified of specific details regarding interviews upon receipt of their application.

## Sample Interview Questions

1. Why do you want this position?
2. In your opinion, what are the three most important issues facing higher education for next year? What do you think are the most pressing priorities for the SAC?
3. What skills and attributes would you bring to this role?
4. What do you know about the Board of Higher Education and the Student Advisory Council?
5. 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?
6. What mode of communication will you use to inform students and receive feedback from students about issues influencing public higher education in Massachusetts?