What is Spotlight Programs Board (SPB)?
SPB is the official programming board for Georgia State University (GSU). SPB coordinates activities that enhance and enrich the quality of student life by addressing the needs and interests of its diverse student body. A student organization advised through the Student*University Center, SPB is a part of the Division of Student Affairs and is comprised of a President, Vice President, Cinefest Film Theatre, and seven committees: Concerts, Graphic Design, Membership, Panther Prowl, Public Relations, Special Events and Traditions.

Purpose:
- To ensure high quality programming and visibility in the Georgia State University community
- To provide unique entertainment for the campus community
- To offer participating individuals the opportunity for leadership experience and personal development

Qualifications
- Must be a GSU student enrolled in a minimum of 6 credit hours during the fall and spring semesters
- Must have completed at least one semester and 12 hours at Georgia State University
- Maintain a semester GPA of 2.25 and cumulative GPA of 2.5 or higher for each semester
- Must be in good academic and judicial standing
- Must not have a graduation date prior to May 2014

Expectations of President
1. Schedules and chairs the weekly Executive Board meetings
2. Oversees all activities of the Executive Board
3. Meet weekly with Spotlight advisor
4. Support all Spotlight programs and initiatives
5. Support and guide the direction of the programming board’s policies and programming decisions
6. Coordinate agenda packets and reserve all meeting rooms for Spotlight board meetings
7. Serve as a liaison between the student body, other organizations, Georgia State University departments, and organizations within the Atlanta area to foster collaboration
8. Interact with the board in order to accurately report to the advisor
9. Act as a mediator if any conflicts were to arise
10. Plan retreats for the Spotlight board in collaboration with advisor
11. Manage assessment of programs and activities provided by Spotlight
12. Work with Staff Advisor to assure compliance with university guidelines and policies
13. Oversee the Budget Sub-Committee
14. Chair one of the following committees: Assessment or Sponsorship
15. Must be able to hold at least 15 office hours per week
Learning Outcomes of President:
- Develop an understanding of balancing a large budget
- Develop the confidence to plan and execute large scale events effectively
- Increase knowledge of assessment both internal and external
- Increase knowledge in best practices of staff development
- Increase knowledge of event planning and the entertainment industry

Expectations of Vice President
1. Execute the duties of the President in his/her absence
2. Must be able to hold at least 12 office hours per week
3. Coordinate committee development opportunities with committee directors for the smooth running of Spotlight programs
4. Recruit new committee members through creative recruiting initiatives to be a part of the program board
5. Maintains the committee list serv and send monthly newsletter
6. Inform committee members of opportunities
7. Coordinate the committee interest meeting and application process with committee directors
8. Plan the Spotlight End-of-Year Banquet
9. Create and implement committee initiatives
10. Oversee the Collaboration Sub-Committee
11. Chair one of the following committees: Assessment or Sponsorship
12. Implement Committee Training Initiative

Learning Outcomes of Vice President:
- Increase knowledge in best practices of cross-campus collaboration
- Increase knowledge of best practices in recruitment and retention of members
- Develop ways to handle conflict and increase ability to lead others
- Develop transferable skills and learn how to apply them to their personal and professional life
Important Dates You Need to Know...

Attendance is Mandatory

February 14, 2013 – President and Vice President Applications due to the Spotlight Programs Board office by 4pm. Don’t forget to sign up for an interview when you turn in your application.

February 18-22, 2013 – Interviews for the President and Vice President.

February 25, 2013 – Committee Director Applications due to the Spotlight Programs Board office by 4pm.

March 1, 2013 – Group interviews for the Spotlight Committee Director positions.

March 4-8, 2013 – Interviews for the Spotlight Committee Director positions

June 7-9, 2013 – Student Center Leader Retreat – A two-day retreat for Student Center Leaders to network and for all new directors to learn about their positions and responsibilities in Spotlight and to begin planning for the year ahead.

September 26-29, 2013 – The National Association for Campus Activities (NACA) South Conference in Chattanooga, Tennessee. This conference will provide the executive board with an opportunity to preview up-and-coming acts, meet with agency representatives, preview films, and attend an assortment of leadership development and program related educational sessions. All expenses will be paid by the university.

Fridays, 10am – 12pm – Spotlight Executive Council meetings – These MANDATORY meetings are held every Friday during the Fall and Spring semesters. During this time the Spotlight Directors discuss, plan and vote on the events for the year. Continuous tardiness and absenteeism will result in revocation of position. Summer availability will be discussed on a case by case basis.

If there are any questions concerning these dates, or your availability, please see Spotlight Programs Board Admin, Chinara C. Thomas in the Student Center Suite 380 or notify via email at cthomas32@gsu.edu prior to the interview date. For more information, please visit our website at www.gsu.edu/spotlight.
Spotlight Programs Board
President Application
2013-2014

Please print clearly or type.

Part 1: General Information
Name: ____________________ Birth date: _________________ Panther Card #____________
Address: ___________________________________________________________________
Primary Telephone: __________________________ Email: __________________________
Class Standing: ____________________ Anticipated Graduation Date: _________________
Georgia State University GPA: ____________________ Major: ________________________
Will you be employed during the 2013-2014 Academic Year?   Yes   No
If yes, how many hours per week? _____________________________________________

Please rank the position(s) for which you are applying (1- most interested; 2 – least interested):
_____ President
_____ Vice President

Part 2: Short Answer (two pages double space maximum)
Please type your answers to the following questions on a separate paper and attach to application.
1. Please list past and present involvement with Spotlight Programs Board:
2. Please list past and present campus and community activities and any position(s) held. Please indicate dates.
3. What other activities do you plan to pursue during the 2013-2014 school year?
4. Which of the above-listed activities have contributed most to your personal/skill development and why?
5. What qualifies you to hold the President or Vice President position?
6. What goals and or objectives do you have for this position?
7. What areas do you see a need for improvement? What specific actions do you plan to take to improve in these areas?

Part 3: Additional Documents
Please attach the following documents.
1. Current resume
2. Letter of recommendation. Letters of recommendation must be from faculty, staff or current student organization president.
Part 4: Presentation (to be presented at the end of the interview). Please cover the following topics in a 5-10 minute presentation.

1. Create a job description for this position—
   a. What duties do you see as important for the President or Vice President of Spotlight?
   b. What is your leadership style/the way you communicate with others?
   c. How will you effectively build your team?
   d. How will you motivate others?

I HEREBY AUTHORIZE THE SPOTLIGHT PROGRAMS BOARD ADVISOR TO REVIEW AND VERIFY MY ACADEMIC RECORD(S) WITH GEORGIA STATE UNIVERSITY. I VERIFY THAT ALL OF THE PRECEDING INFORMATION INCLUDED IN THIS APPLICATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

(Signature)         (Date)

Applications are to be returned to Chinara C. Thomas in Suite 380 of the Student Center no later than 4pm on February 14, 2013. When you turn in your application, please sign up for an interview. Interviews will be February 18-22, 2013 by appointment. Thank you for applying!