



Wisconsin Union

DIRECTORATE

Alternative Breaks Committee Director

The Alternative Breaks program provides UW-Madison students multiple opportunities to take action on important contemporary issues by providing opportunities for students to develop service-learning trips specific to an issue they care about, to volunteer and learn alongside culturally and geographically diverse communities, and put their knowledge and experience into practice in the greater Madison community. Through the service-learning trips during Winter and Spring breaks, the Alternative Breaks Committee brings WUD's philosophy of multicultural education into a "hands-on" context, providing students an opportunity to work together with their peers, as well as facilitating students' interaction with issues impacting different populations in our society. Alternative Breaks presents a unique opportunity for students to bond together while serving the common good. The Director facilitates all aspects of this mission, from committee organization to trip planning, participant orientations, and post trip programs. This position works in partnership with a program advisor.

Director Duties:

- Chair weekly committee meetings, attend weekly WUD meetings, hold general office hours, and participate in cooperative WUD projects and activities.
- Responsible for the oversight, direction, development, content and all administrative aspects of the alternative breaks program, including individual trip budgets and the overall committee budget.
- Facilitate the recruitment, training, and recognition of committee Associate Directors, committee members, and trip participants.
- Facilitate and encourage committee involvement in all aspects of alternative breaks programming, including trip planning, special events, and educational programming.
- Promote and support the personal and professional leadership development of committee members.
- Facilitate the trip application process and serve as the primary contact for trip applicants.
- Collaborate with members of the committee leadership team to coordinate and implement their respective duties for WUD Alternative Breaks.
- Work with the Alternative Breaks program advisor and committee leadership to develop a plan for the long-term use of the Charles F. Meissner Fund.
- Serve as Alternative Breaks liaison between University Staff, non-profit organizations, and community partners.
- Work with committee leadership, trip planners, and site leaders to develop and implement educational programming and orientations before and after the alternative break to supplement the volunteer experience.

- Develop Alternative Break experiences to accommodate non-driving International students, students with disabilities, and other student populations who are underrepresented in this program.
- Continue implementation of all program recommendations from the Union Council Alternative Breaks Study Subcommittee, including implementing multiple orientations, reworking the trip scholarship process, and redeveloping aspects of the trip application
- Continue to review and assess best practices for alternative breaks programming, including exploration of opportunities outside of the university either through conferences or training programs.
- Cultivate new and maintain existing relationships with other service travel groups

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required.
- Serve on a Union Council subcommittee.
- Participate in annual WUD Fall Retreat (3 days in mid-August), facilitate AD training, and participate in additional leadership trainings as mandated by the officer team
- Actively communicate with Union officers about needs and goals of committee.
- Increase campus presence by actively pursuing co-sponsorships within WUD and throughout the campus community.
- Promote Directorate committees and the organization at student fairs and other recruitment opportunities.
- Continue development and review of the Alternative Breaks Director transition materials as a mechanism for passing information to the incoming director which is relevant to the long-term policies, procedures, and mission of the Alternative Breaks Committee. Ensure that all digital materials are stored on the Union's share drive.

Term of Office

May - May, with active participation in trainings before term begins

Academic Year: 20-25 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, less withholding tax, distributed monthly (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/30/16