Distinguished Lecture Series Committee Director

The Distinguished Lecture Series Committee (DLS) is charged with a mission to present a diversity of viewpoints from highly respected, prominent people who will both stimulate discussion and challenge current ideals and values. It should be the job of the DLS Director to create a truly diverse series of topics and ideas with speakers from different racial, cultural, ethnic, and gender backgrounds. The DLS Director is responsible for coordinating and delegating every aspect of this series, in concert with the committee. Additionally, there is a large summer commitment involved in pursuing and booking speakers. Moreover, the Director should stimulate committee volunteers to coordinate individual lectures, take the lead on publicity, and seek co-sponsorships with other WUD committees, academic departments, and student organizations throughout campus. In addition to coordinating diverse programming, the Director must work to encourage involvement and develop leadership potential of committee members.

Director Duties:

- Attend weekly meetings with DLS advisor, the leadership team, and have general office hours.
- Chair the weekly DLS committee meetings.
- Appoint and train the Associate Directors for your term of office.
- Facilitate the creation of committee-wide goals for the year.
- Work with Associate Directors and committee members to create and facilitate series events (such as Spotlight Series and the Wisconsin Festival of Ideas).
- Ensure coordination of all promotions, dinners, receptions, and other logistical details for each lecture.
- Submit offers, negotiate with agents, and edit contracts for upcoming year's speakers.
- Oversee an ongoing nominations process for the following year's speakers.
- Actively pursue co-sponsorships within WUD and throughout the campus and local community.
- Delegate responsibility to committee members for individual lectures, co-sponsorships, series events, and promotions.
- Program around each individual lecture as issues arise (examples include: additional lectures, discussions, films, or panels).
- Maintain committee records through a scrapbook and/or video/audio library of DLS lectures when permitted by speaker.
- Oversee marketing and branding for the committee and all DLS sponsored events, working with the Union’s Marketing Department and the Vice President of External Relations to promote each lecture and the series as a whole.
- Work with Union PR to discuss potential or current backlash from programs.
- Coordinate with the McBurney Center to ensure lectures are accessible to the deaf and hard of hearing.
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 DLS 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 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