The Distinguished Lecture Series (DLS) Committee is charged with presenting a diverse range 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 committee strives to create programming that primarily focuses on a lecture series that hosts at least 4 lectures/year in Shannon Hall or Varsity Hall, targeted to reach the max capacity of those venues, along with other events.

The DLS Director is responsible for coordinating and delegating every aspect of this series, in concert with the committee. 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.

Additionally, there is a summer commitment involved in pursuing and booking speakers.

**Director Duties:**

- Chair weekly meetings of the DLS Committee and the DLS leadership team, attend necessary weekly meetings including meeting with the DLS advisor, hold general office hours (typically 10 hours per week) to make yourself available as a resource to committee members, and participate in cooperative WUD Projects and Activities.
- Recruit, select, and train Associate Directors for your term of office. Actively search for ways to help better the leadership skills of Associate Directors.
- Work with the DLS leadership team, committee, and advisor to establish goals and procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs.
- Work with Associate Directors and committee members to create and facilitate series events educating the leadership team on program planning, promotion, and implementation.
- Provide overall direction for content of DLS programming to offer a presentation of diverse, innovative, and quality speaker events.
• Ensure coordination of all promotions, dinners, receptions, and other logistical details for each lecture.
• Program around each individual lecture as issues arise (examples include: additional lectures, discussions, films, or panels).
• Communicate with the Wisconsin Union’s public relations staff to discuss potential or current backlash from programs.
• Work with DLS advisor to become familiar with contracts, booking, budgeting, and general DLS and Wisconsin Union operations.
• Submit offers, negotiate with agents, and edit contracts for upcoming year's speakers.
• During the summer, pursue and book speakers for the upcoming fall semester
• Educate committee members to ensure responsible programming. Acquaint committee members with resources and encourage them to utilize these materials in order to strengthen DLS’s program and ensure continued development and future support for DLS.
• Oversee an ongoing nominations process for the following year's speakers. Work with DLS advisor, leadership team, and committee for nominations, soliciting ideas, input, and opinions from both inside and outside sources regarding DLS’s programming.
• Delegate responsibility to committee members for individual lectures, co-sponsorships, series events, and promotions.
• 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 to ensure DLS is adequately promoting all programs. Work with the Wisconsin Union’s Marketing Department and the Vice President of External Relations to promote each lecture and the series as a whole.
• Coordinate with the McBurney Center to ensure lectures are accessible to the deaf and hard of hearing.
• Foster a comfortable, friendly, and open environment within the committee, where all members are able to share and discuss their thoughts and disagree in a civil manner.
• Build a sense of community within DLS, working to directly involve the general members in the planning of committee programs, and attempt to develop a sustained and growing committee membership.
• Set an example of leadership for committee members and encourage committee members to pursue leadership opportunities.
• Encourage committee members to become informed about and involved with other lecture related activities in the community.
• Foster growth and development of committee members, which includes pursuing leadership trainings, social justice workshops, and other special opportunities for the committee to grow and develop as a whole.
• Assess and evaluate processes of the committee and individual programs.
• Actively pursue co-sponsorships within WUD and throughout the campus and local community. Work collaboratively with committee members, campus departments, and RSOs to coordinate, publicize, and host programs and events.

**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 Advisory Board.

• 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 that 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, distributed at the beginning of each semester (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: 11/20/18