Publications Committee Director

WUD Publications Committee (PubCom) celebrates and promotes literacy in several ways. PubCom produce six publications: The Dish, Emmie, Illumination, Moda, Souvenirs, and UW Flash Fiction, which publish both online and in print. PubCom additionally sponsors the writers’ group Fade In. The committee hosts a wide variety of engaging events each year, with the ultimate goal of enhancing students’ and other community members’ experience on campus. Each year’s calendar is based on the desires of committee members and can include poetry and book readings, art exhibits, workshops, speakers, themed balls, and similar events. Traditional programs include the Yule Ball (from the Harry Potter series) in December and Lit Fest (a week long literary festival) in the spring. Ultimately, PubCom aims for its publications and events to provide the UW-Madison community with an opportunity to learn, whether it is about the many facets of publishing (writing, editing, managing, critiquing, layout, marketing, finances), new ideas, or the cultural intricacies of the fine arts, humanities, music, culinary arts, and lifestyle.

Descriptions of the Subcommittees:

*The Dish*: UW-Madison’s Food and Dining Culture Magazine that strives to produce in-depth and knowledgeable content, inspired by our city’s incredible food culture.

*Emmie*: UW-Madison’s Music Magazine. Emmie publishes print publications in the fall and spring, and publishes content online continuously. Emmie reviews new albums and shows, as well as interviews talented artists.

Fade In: A screenwriting writers’ group that gathers weekly to learn all we can about the screenwriting industry.

*Illumination*: UW-Madison’s Undergraduate Journal of the Humanities that prints issues in the fall and spring, featuring the best undergraduate poetry, stories, essays, and art pieces. The staff reviews and copy-edits submissions from across campus and put it together in a print journal twice a year, showcasing UW-Madison’s finest Humanities talent.

*Moda*: UW-Madison’s Fashion and Lifestyle Magazine that publishes new content to our online magazine daily and strive to produce spring and fall print issues, and additionally publishes monthly online issues. Moda covers fashion and lifestyle locally, nationally, and internationally. Moda also coordinates UW Fashion Week every spring, which culminates in a finale Fashion Show.

*Souvenirs*: A Collection of International Experiences. Souvenirs accepts submissions of prose, poetry, and photography from people who have lived or visited abroad. The staff reviews and publishes the collection in two issues per year.

UW Flash Fiction: Poetry and Prose in Under 1,000 Words. Flash Fiction is one of the rising trends in the literary world, and the staff reviews submissions and showcase them in its online publication.
**Director Duties:**

- Head the selection process of editor-in-chiefs for each publication and any additional Associate Director positions (constituting the PubCom executive board).
- Plan and facilitate weekly PubCom Exec meetings and periodic full committee meetings.
- Work to build unity and effectiveness among diverse WUD Publications’ editors and leaders in learning well and creating outstanding publications.
- Attend weekly meetings with Publications advisor
- Have general office hours to make yourself available as a resource to committee members.
- Facilitate the creation of committee-wide goals for the year. Assist the executive board with creating and achieving goals and assist in supporting various publication goals.
- Encourage innovative ideas for programming and committee operations.
- Work with executive board to determine effective distribution strategies.
- Support an effective, professional, enjoyable relationships with Wisconsin Union Marketing and Graphics, UW Communications, and any other service provider.
- Seek adequate funding for all publications and projects through the budget allocation process.
- Do or delegate the following, providing support and guidance as necessary:
  1. Maintain Little Free Library, ensuring it is properly displayed and stocked
  2. Maintain a healthy online presence for PubCom and provide help as needed for the publications’ websites and social media.
  3. With the advisor, plan and track financials, following the budget process developed by the Union officers.
  4. Create a variety of events to empower upcoming committee members.
  5. Provide extensive professional development opportunities for committee members, such as speakers at full committee meetings, workshops, networking events, benchmarking trips, etc.
  6. Research and apply for grants to supplement WUD funding.
  7. Manage the PubCom submissions form, which allows all students to contribute work to be published in the committee’s various publications.

**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 PubCom 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.
Additional Relationships Fostered:

- The Wisconsin Center for Humanities
- Local Businesses
- L&S Deans and Chairs
- The Provost's Office
- The Chancellor's Office
- The University of Wisconsin Foundation
- UW Press
- The University Club
- Madison Writers' Studio

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