Fall 2019 Leadership Application
Due Sunday, April 21st at 8pm
(Interviews will occur as applications are submitted)

OPEN POSITIONS:
Associate Director for Events, Committee Current Events Coordinator,
Associate Director of Marketing, Associate Director of Operations & Finance

About WUD Society and Politics
Society and Politics Committee is a non-partisan group of students who design programs that make it easy for people to talk, listen, and learn about the current events and challenges facing society.

The Society and Politics Committee’s members satisfy their curiosities about society's challenges by planning events and projects that can inform and invigorate the UW-Madison campus community. Our goal is to bring the issues into focus through panels, discussions, speakers, special projects, volunteer work, and more. We hope to create a forum for people to learn and share their different perspectives and opinions without worrying about a competition for who can talk the longest and the loudest.

Our events can cover any topic, and we are not limited to any set of issues - from worker’s rights to managing the national debt to United States military action. Society and Politics Committee is nonpartisan, and we value involvement at every level. Whether you want to help design programs for others to enjoy, or engage in the programs that we put on, you will meet a lot of great people and learn a lot about yourself and the world around us in the process.

About the positions
Society and Politics is currently looking for several student leaders to assist with the committee. Positions are generally filled in May of the previous academic year. The positions generally run from September-May (although semester positions are possible), and do not require active involvement through the summer (outside of maintaining e-mail contact with the rest of the Society and Politics executive team). All positions are unpaid, but serve not only as great resume builders, but also provide
excellent leadership experience, and the chance to meet and network with many individuals.

Everyone who is interested is encouraged to apply. Project coordination experience (of any sort) is desirable, but training can and will be provided. Remember when reading descriptions that the committee leaders will be assisting you, and getting the position would mean that you would be leading the efforts and delegating tasks.

- **WUD Society and Politics Executive Team Responsibilities (collective)**
  - Identify potential presenters, develop budgets, book available spaces, confirm all details of events, day-of logistics, and help other committee members do these items.
  - Help with the organization/coordination of the committee.
  - Identify and further develop committee members with potential for a leadership role.
  - Foster relationships with campus and community organizations including through co-sponsorships.
  - Meet regularly with Society and Politics Director and execs’ team
  - Be active leader within weekly committee meetings
  - Handle items in absence of the Director
  - Act proactively and effectively as a student leader

- **Associate Director for Events (Multiple)**
  - Educate UW-Madison students, faculty, staff and Union members about issues affecting society.
  - Ensure the creation of (at least) two events during subsequent October, and two more during Nov/Dec
  - Events are to be scheduled “at least” two weeks before the actual event
  - Work with interested committee members to make this happen
  - Learn and teach how to create/plan events (Event Checklist, Marketing Resources)
  - Regularly correspond to Society and Politics Leadership Team regarding events
  - Work student org fair
  - Attend Sunburst & Sunset Festivals
  - Attend exec meetings as well as weekly general committee meetings

- **Associate Directors of Marketing (Two)**
  - **Social Media Coordinator**
    - Dedicatedly promote WUD Society and Politics Committee, and committee events through poster creation and social media. The Director will also be responsible for gathering needed information to create most effective marketing.
- Publicize events on Society and Politics Facebook page, create and print posters and distribute to Wisconsin Union poster route.
- Use social networking tools to create interest in Society and Politics Committee and its programs
- Recruit committee members to aid in marketing such as creating posters or other publicity
- Advertise events to other like-minded/relevant organizations
- Develop marketing knowledge through workshops such as DoIT Software Training for Students.
- Through everything be creative and take the initiative on Marketing. (The rest of the marketing skills can be learned by someone who takes initiative.)
- In this end, the Marketing Coordinator applicants are to submit three original posters/digital art
- Work student org fair
- Attend Sunburst & Sunset Festivals
- Attend exec meetings as well as weekly general committee meetings

**Outreach Coordinator**
- Maintain contacted with associated groups (MSC, PSSA, Various WUD Committees, etc.) about upcoming events
- Contact various RSO’s and other organizations about potential event topics
- Work with Social Media Coordinator to ensure adequate information is being shared about a given event
- Aid in organization of events with other AD’s
- Work student org fair
- Attend Sunburst & Sunset Festivals
- Attend exec meetings as well as weekly general committee meetings

**Associate Director of Operations & Finance (One)**
- Update the Society and Politics’ financial report from all known expenses
- Educate Director, Execs, and committee members on expenses and available funds
- Support Society and Politics Committee and leaders by updating Society and Politics events doc (adding events, dates, times, titles, subtitles, reservation info, and all other aspects of this)
- Communicate frequently with Director, Advisor, and Society and Politics leaders including marketing team to clarify events so updated information can be included.
- Update Society and Politics financial records and keep committee informed.
- Work closely with Advisor
- Work student org fair
- Attend Sunburst & Sunset Festivals
- Attend exec meetings as well as weekly general committee meetings.