President of the Wisconsin Union

The President of the Wisconsin Union has the overall responsibility for furthering the organization’s mission, vision, and values. This includes, but is not limited to, coordinating the work of the Wisconsin Union Directorate (WUD), which is comprised of Officers, Directors/Hoofer Club Presidents and Council President, Summer Coordinators, Associate Directors and committee and club members. This position actively promotes shared governance and encourages awareness among Directorate on issues that affect student life. Additionally, the President chairs Union Council, the governing board of the Wisconsin Union, and is a member of the Wisconsin Union’s Leadership Team. This position works in partnership with the Associate Director for Program and Leadership Development and the Wisconsin Union Director. Finally, along with the other Officers, the President serves as a liaison between Directorate and the rest of the Wisconsin Union, as well as the Wisconsin Union and the University.

Duties to Wisconsin Union Directorate (WUD):

● Meet regularly with Directorate members to discuss programming, issues and concerns.
● Coordinate and chair Directorate and Directorate Executive meetings.
● Participate in spring, summer and fall trainings. Plan and implement such trainings when applicable and work with Program Staff to plan the Fall Retreat.
● Guide and set directions for Directorate through developing a process for formulating goals and strategies. Develop implementation plans for achieving such goals.
● Participate in the annual selection of Wisconsin Union Directorate’s student committee directors
● Actively pursue all forms of diversity and integrity within Directorate programs and committees.
● Collaborate with Hoofer Council President to plan and execute combined Directorate and Hoofer leadership meetings.
● Work with the VP-External Relations on initiatives to increase WUD’s visibility and to strengthen WUD as a connector on campus.
● Oversee and maintain the WUD Budget and the annual WUD Budget process.
● Continue development and review of the Officer Transition materials as a mechanism for passing information to the incoming president. Ensure that all digital materials are stored on the Union’s shared drive.

Duties to Union Council:

● Coordinate and chair Union Council and Union Council Executive meetings.
● Coordinate and chair a Union Council Advisory Board.
● Uphold the Wisconsin Union Constitution and participate in the review/implementation of policy and procedure.
- Actively promote shared governance and encourage awareness of issues that affect student life.
- Appoint students, staff and alumni to Wisconsin Union Council Advisory Boards, hiring committees, and ad-hoc groups as needed.
- Chair nominating committee for Officer Selection. Appoint nominating committees for (1) Awards, (2) Selection of Officers, Directors and Summer Coordinators.
- During the term of office, serve as a Trustee in Wisconsin Union Association (WUA), the Union’s non-profit board of Trustees.
- Maintain relationship and communication with (Associated Students of Madison) ASM and (Student Service Finance Committee) SSFC.

**Specific Presidential Duties:**
- Oversee the Innovative Grant.
- Maintain relationships with Student Employee Advisory Group (SEAG)
- Represent the Union and Directorate on University committees as needed.
- Meet regularly with Chancellor, ASM leadership, Vice Chancellor of Student Affairs, and Dean of Students to stay abreast of campus events.
- Represent the values and ideals of the Wisconsin Union to external constituencies.
- In fall, work in collaboration with the SSFC Chair and the Union Assistant Director - Administration to collectively set the budget timeline for the year and address preliminary questions and concerns.
- Participate in the Union’s budget formulation and SSFC budget process as needed.

**Additional Relationships President is encouraged to explore, through:**
- The Chancellor’s Office
- Vice Chancellor of Student Affairs
- The Dean of Students office
- Multicultural Student Center (MSC) Leadership
- ASM Leadership
- SSFC Leadership
- Student Employee Advisory Group (SEAG)
- Local non-profit partnerships: Porchlight Inc.
- Office of Sustainability – Green Fund
- Relevant Academic Departments

**Term of Office**
- May 1-May 1, with active participation in trainings before term begins
- Summer: Presidents are expected to fulfill their responsibilities over the summer and to be available as needed; at minimum, Presidents are required to return to campus and hold office hours, typically 10 hours weekly, beginning August 1
- Academic Year: 20-25 hrs/wk

**Remuneration**
- Academic Stipend - 80% of annual in-state tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- Wiscard Amount - $50/month (8 months)
- Lifetime Union Membership

See Policy PL3-3 for Expectations of Officers of the Wisconsin Union

Last Updated: 12/01/19