Vice President of Internal Relations for the Wisconsin Union

The Vice President of Internal Relations is responsible for overseeing the communication and development within the Wisconsin Union Directorate, which is comprised of Officers, Directors/Hoofers, Summer Coordinators, Associate Directors and committee and club members. Duties include coordinating a campus-wide leadership development series as part of the Willis L. Jones Leadership Center, a January retreat for WUD leadership and both ongoing and one-time training opportunities for WUD. Additionally, this position coordinates the selection process for all Directorate leadership positions. This position works in partnership with the Assistant Director for Program and Leadership Development. Along with the other Officers of the Wisconsin Union, this position serves as a liaison between Directorate and the rest of the Wisconsin Union and serves on Union Council, the governing board of the Wisconsin Union.

Duties to Wisconsin Union Directorate (WUD):

- Work with Program Staff to develop the WUD Fall Retreat and spring, summer, and fall trainings. Attend and implement such trainings when applicable.
- Guide and set directions for Directorate through developing a process for formulating goals and strategies, especially in respect to campus diversity. Develop implementation plans for achieving WUD goals.
- Meet regularly with Directorate members to discuss programming, issues and concerns.
- Track active committee membership as well as numbers among attendance in events.
- Actively pursue all forms of diversity and integrity within Directorate programs and committees.
- Promote the leadership development and provide recognition of Associate Directors and committee members.
- Chair Directorate and Directorate Executive meetings in absence of the President.
- Oversee and maintain the WUD Budget by coordinating the annual budget process and actively maintaining oversight of the Directorate budget and committee spending.
- Promote the stewardship of WUD gift funds.
- Manage and promote the Travel Fund.
- Work with the VP-External Relations on initiatives to increase WUD’s visibility and to strengthen WUD as a connector on campus.
- Actively participate in strategic planning with the VP-External Relations to meet the objectives of the Antaramian Recruitment and Involvement Fund.
- Continue development and review of the Officer Transition materials as a mechanism for passing information to the incoming vice president. Ensure that all digital materials are stored on the Union’s share drive.

Duties to Union Council:

- Coordinate and chair a Union Council subcommittee.
- Serve on the Council Executive Committee.
- Uphold the Wisconsin Union Constitution and participate in the review
and implementation of Union policy.

- Actively promote shared governance and encourage committee awareness of issues that affect student life.
- Serve as a Trustee in Wisconsin Union Association (WUA), the Union’s non-profit educational organization.
- Provide training to Union Council in regards to the WUD selection process.

**Specific Internal Relations Duties:**

- Formulate one-time and on-going Directorate training, as needed.
- Develop training resources, including on-line sources, to improve committee functioning and program planning.
- Implement a mid-year evaluation process for Officers, Directors and Associate Directors.
- Coordinate training for the summer program coordinators.
- Oversee the Late Night Grant
- Develop and implement a recognition plan for committee leadership and members.
- Develop and manage an evaluation and analytics system for directorate programming to measure quality, scope and best use of resources.
- Collaborate with campus leadership programs to develop and support an on-going leadership opportunities for students.
- Actively develop on-going relationships with other campus entities engaged in leadership development and training.
- Lead the selection process of Officers, Directors and Summer Coordinators for the following year, serving as an ex-officio member in the selection of Officers, and serving on the Nominating Committee in the selection of Directors.
- Work closely with the VP-External Relations to recruit students to apply for WUD leadership positions.
- Chair the Cooperative Program Committee (CPC).
- Serve as the liaison for the annual Sunburst Festival.
- Coordinate WUD-wide and directorate social events.
- Spearhead oversight of the WUD budget, reviewing weekly requests and relaying necessary information at Directorate Executive meetings.

**Term of Office**

- May – May, with active participation in trainings before term begins
- Summer: Vice Presidents are expected to fulfill their responsibilities over the summer and to be available as needed; at minimum, Vice Presidents are required to return to campus and hold office hours, 10 hours weekly, beginning August 1
- Academic Year: 25-35 hrs/wk

**Remuneration**

- Academic Stipend - 80% of annual in-state tuition based on previous year, less withholding tax, distributed monthly (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: 11/17/17