



Wisconsin Union  
D I R E C T O R A T E

## Distinguished Lecture Series

### Committee Director

#### Overview

- This position is a volunteer, leadership position with the Wisconsin Union Directorate, student programming board.
- Each committee of the Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process and, upon selection, commit to continually highlighting inequalities due to racial, environmental, societal, and any other type of discrimination that our campus, country, and global communities face through their committee processes and programming efforts.
- Given the significant time commitment of WUD Committee Director positions (20 – 25 hours, weekly), a stipend is provided to increase the likelihood these volunteer leadership positions are accessible to all students. An academic stipend includes 60% of yearly in-state tuition based on the prior year will be distributed at the beginning of each semester. Additionally, \$50/month is provided for 8 months in gratitude for each students' service, as is Lifetime Union Membership upon completion of their terms.
- WUD Committee Director Positions run May – May yearly and include one mandatory, two-day training in August.

#### Committee Purpose

The Distinguished Lecture Series Committee (DLS) is charged with a mission to present 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 four lectures per year. Traditionally, DLS events have been held in Shannon Hall, Varsity Hall, and various other venues across campus. It is anticipated in the coming year attendance, venue, and platform usage will fluctuate. There is a summer commitment involved in pursuing and booking speakers. This position works in partnership with a program advisor.

#### Director Committee Responsibilities

- Chair weekly meetings with the committee, leadership team, DLS advisor, and others that arise., 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 programming procedures and hold the committee accountable to the vision and mission.

- Provide overall direction for content of DLS programming to offer a presentation of diverse, innovative, and quality speaker events.
- 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.
- Each year, the DLS is composed of at least 4 main, high profile people with additional speakers as the budget allows. The four main speakers will be secured by the end of August each year.
- Program around each individual lecture as needed (examples include additional lectures, discussions, films, or panels).
- Oversee the collaboration process to foster and maintain relationships with the campus community.
- Coordinate with the McBurney Center to ensure lectures are accessible to Deaf and Hard of Hearing audiences.
- Facilitate conversations about inclusivity and intentionality in planning programs. Acquaint committee members with resources and encourage them to utilize these materials to strengthen the program and ensure the continued development of the committee.
- Assess and evaluate processes of the committee and individual programs. Solicit ideas, input, and opinions from both inside and outside sources regarding DLS's programming.
- Oversee an ongoing nominations process for the following year's speakers.
- Oversee marketing and branding for the committee and all events. Work with the Wisconsin Union's Marketing Department and the Vice President of External Relations to promote each lecture and the series.
- Communicate with the Wisconsin Union's public relations staff to discuss potential or current public response to DLS programs.
- Be responsive to communication from committee members, the advisor, and others.
- Directly involve the general members in the planning of committee programs, and attempt to develop a sustained and growing committee membership.
- Foster growth and development of committee members, which includes pursuing training, workshops, and other opportunities for personal development.
- Build a sense of community within the committee by fostering an environment where all members can share and discuss their thoughts.

#### **Director General WUD Responsibilities**

- 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 training 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.

**Last Updated: December 2020**