



# Wisconsin Union

Experiences for a lifetime

## Vice President - Internal Relations Of the Wisconsin Union

### Overview

- This officer position is a volunteer, leadership position with the Wisconsin Union Directorate, student programming board and the Wisconsin Union, at large.
- 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 Wisconsin Union Officer 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 80% 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.
- Officer Positions run May – May yearly. Officers are required to return to campus and hold office hours, typically 10 hours weekly, beginning August 1 and expected to participate in the mandatory, two-day training in August.

### Overview of Vice President – Internal Relations Role

The Vice President of Internal Relations is responsible for overseeing the communication and development within the Wisconsin Union Directorate, which is composed of Officers, Directors/Hooper Council President, Club Presidents, Summer Coordinators, Associate Directors, and committee/club members. Duties include planning the Associate Directorate/Student Leader retreat in early fall, coordinating retreats in January for WUD leadership and both on-going 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 of Art and Educational Programs. 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.

### Vice President – Internal Relations General Responsibilities

- 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.
- 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 opportunity 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).
- Coordinate WUD-wide and directorate social events.
- Spearhead oversight of the WUD budget, reviewing weekly requests and relaying necessary information at Directorate Executive meetings.
- Pursue on-going engagement opportunities with the Wisconsin Union Association via its Student Engagement Committee.

#### **Vice President – Internal Relations WUD Responsibilities**

- Work with Program Staff to develop the WUD Fall Retreat and spring and fall training opportunities. Attend and implement such events when applicable.
- Guide and set directions for Directorate; actively participate in the process to formulate WUD goals and strategies, especially in respect to campus diversity.
- Meet regularly with Directorate members to discuss programming, issues and concerns.
- 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 refining 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 shared drive.
- Develop and oversee committee director transition materials.

#### **Vice President – Internal Relations Union Council Responsibilities**

- Coordinate and chair a Union Council Advisory Board. 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 regard to the WUD selection process.

**Last Updated:** December 2020