



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

Alternative Breaks

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. Upon selection, WUD Leaders will commit to committee process and programming efforts that continually address the inequalities our campus, country, and global communities face due to racial, environmental, societal, and other types of discrimination.
- 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 provides 60% of yearly in-state tuition based on the prior year and will be distributed at the beginning of each semester. Additionally, \$50/month is provided on the student's Wiscard for 8 months in gratitude for each student's service. Students also receive a Lifetime Union Membership upon completion of their terms.
- WUD Committee Director Positions run May – May yearly and include one mandatory, three-day training in August.

Committee Purpose

The WUD Alternative Breaks program provides UW-Madison students with the opportunity to learn about issues affecting American society and then engage in hands-on work to address the negative impacts. The committee develops weeklong service immersion trips centered on social issues that send groups of students across the United States. The trips should bring students together to work side by side with their peers and the members of the communities they visit in strong direct service. In addition to the trips, the committee facilitates programming on-campus relating to the core issues being explored through their trips. Using education, service, and reflection, the Alternative Breaks Committee strives to create active citizens that expose pressing social justice issues to the campus community while supporting self-awareness, thoughtful dialogue, and the development of others. In pursuit of this goal, the committee follows the model of Break Away, a national organization focused on alternative breaks. Their model's components include emphasizing diversity, social justice, education, orientation, strong direct service, reorientation, and ongoing reflection throughout the experience. The Director facilitates all aspects of this mission through committee organization, trip planning, orientation, site-leader recruitment and development, and campus programming. This position works in partnership with a program advisor.

General Responsibilities of a WUD Director

- Chair weekly meetings of the committee and leadership team. Attend weekly meetings with the committee advisor. Hold additional meetings as needed.
- Hold general office hours (typically 10 hours per week).
- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required. Participate in cooperative WUD projects and activities.
- Serve on a Union Council Advisory Board (generally one meeting per month).
- Appoint Associate Directors (ADs) for your term of office. Train them in the responsibilities of their role.

- Work with your team to establish individual and committee goals and procedures for programming.
- Responsible for the oversight, direction and all administrative aspects of the committee program, including individual program budgets and the overall committee budget.
- Assess and evaluate individual programs and processes of the committee.
- Be responsive to and maintain communication with your advisor, ADs, committee members, and other Union representatives (such as Union Officers, Marketing, Campus Event Services, etc.)
- Actively communicate with Union Officers about the needs and goals of the committee.
- Follow the policies and procedures of the Wisconsin Union, Directorate, and the committee.
- Promote Directorate committees and the organization at the student fairs and other recruitment opportunities.
- Build a sense of community within the committee by fostering a welcoming and inclusive environment for all committee members.
- Actively recruit committee members and develop a sustained and growing committee membership.
- Directly involve committee members in all aspects of planning and enacting programs.
- Familiarize committee members with available resources and encourage them to utilize these materials to strengthen programming and curate an intentional, inclusive and responsible program.
- Organize a benchmarking trip or workshops to build committee knowledge and skill.
- Encourage committee members to apply for leadership positions.
- Solicit ideas, input, and opinions from both the committee and external sources (collaborators, campus departments, etc) to inform committee programming.
- Increase campus presence by pursuing opportunities to coordinate, publicize and host collaborative programs within WUD and throughout the campus community with RSOs and campus departments.
- Ensure all digital materials are stored on the committee Google Drive or the Union's shared drive.
- Review and update the onboarding materials for the incoming director.
- Participate in the annual WUD Fall Retreat (3 days in late-August), facilitate AD training, and participate in additional leadership training as mandated by the officer team.

Committee-Specific Responsibilities of the Director

- Facilitate conversations about inclusivity, racism, and equity 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.
- Oversee marketing and branding efforts for the committee and all AB sponsored trips and programs to ensure adequate promotion of all programs. Work with WUD Officers and the Wisconsin Union's Marketing Department to promote trips, campus/programming, and the committee.
- Facilitate programming on campus relating to the core issues the committee is exploring through their trips.
- Work with committee leadership, trip planners, and Site Leaders to develop and implement educational programming and orientations before and after the alternative break trips to supplement the volunteer experience. Build local programs pre- and post-trip to encourage active citizenship.
- Encourage the involvement of student populations that are historically underrepresented in the program and ensure that the trips are financially accessible to all students.
- Continue to review and assess best practices for alternative breaks programming, including exploration of opportunities outside of the university either through conferences or training programs. Per availability and funding, the Director can attend a weeklong alternative breaks development seminar held in the summer.
- Be on-call for trip participants while all trips sponsored by WUD Alternative Breaks are active.

Last Updated: January 2024