



Distinguished Lecture Series

Committee Director

Overview

- This position is a volunteer leadership position with the Wisconsin Union Directorate (WUD) student programming board.
- Each committee of WUD 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. The stipend amount is based on in-state tuition, regardless of your own student status of in-state or out-of-state. 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 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. The role of the DLS Director is 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. This position has a summer commitment with the expectation that at least all Fall semester speakers are booked by August 1. This position works in partnership with a program advisor.

General Responsibilities of a WUD Director

- Begin meeting weekly with your committee advisor in the period between your selection and the end of the spring semester.
- Begin recruitment and selection of Associate Directors (ADs) between your selection and the end of spring semester. Train them in the responsibilities of their role.
- With your advisor, Develop and submit a budget for the first six weeks of fall semester by the end of June.
- Chair weekly meetings of the committee and leadership team during the academic year. Attend weekly meetings with your committee advisor. Hold additional meetings as needed.
- Hold general office hours in Memorial Union or Union South (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).
 - 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, including Wisconsin Welcome events that take place over Labor Day weekend.
 - 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, and community members) 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 Registered Student Organizations (RSOs) and campus departments.
 - In addition to typical evening programming, work with your committee to offer 1-2 events each semester that occur during the day (before 5pm).
 - 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 spring WUD Welcome and Directorate meetings, 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

- 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.
- Book all Fall semester speakers by August 1 to assist with the promotion of the committee and its programming.
- Meet regularly with the DLS advisor in May to learn the speaker booking process.
- Program around each individual lecture as needed (examples include additional lectures, discussions, films, or panels).
- 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.
- 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.

Last Updated: December 2024