



Wisconsin Union
Experiences for a lifetime

Wisconsin Union 2018-2019

December 13th, 2018: Meeting Agenda

Union South - Industry

5:30 pm	Welcome & Dinner	Mills
6:00 pm	Call Meeting to Order	Mills
6:02 pm	Land Acknowledgement	Mills
6:04 pm	Action Items	
	<ul style="list-style-type: none">• Approval of November Meeting Minutes• Approval of Agenda	
6:06 pm	Reports	
	<ul style="list-style-type: none">• Porter Butts Interactive Kiosk Committee	Farhat
6:20 pm	New Business	
	<ul style="list-style-type: none">• Wisconsin Union Directorate Goals• Wisconsin Union Directorate Budget• Wisconsin Union Directorate Position Descriptions• Wisconsin Union FY19-20 Budget: Council Input	Mills Mills Farhat
7:20 pm	Advisory Boards	
	<ul style="list-style-type: none">• Administration• Dining and Hospitality• External Relations• Facilities• Program & Leadership	Fernanda David Brennan Mills Farhat
7:30 pm	Officer Reports	
	<ul style="list-style-type: none">• Treasurer• Financial• Secretary• Vice President of Internal Relations• President• Vice President of External Relations• ASM/SSFC	Susan Susan Mark Farhat Mills Brennan

7:45 pm	Open Forum
8:00 pm	Close Meeting

Union Council
November 13, 2018
Minutes

Present: Mark Guthier, Susan Dibbell, Mills Botham, Farhat Bhuiyan, Brennan Bahr, David O'Keeffe, Yogev Ben-Yitschak, Dan Grabois, Fernanda Martinez, Zaakir Abdul-Wahid, Argyle Wade

Absent: Sam Kodzick, Annika Chatterjee, Rachelle Stone

Guests: Edie Block, Shauna Breneman, Mary Cretney, Shelby Herring, Nimish Sarin, Amanda Fenton, Arielle Bordow, Pedro Enrique Koeler-Goulart, Lukas Duddleston

Mills called the meeting to order at 6:00pm.

Land Acknowledgement

Mills recognized that the university is located on Ho-Chunk land and read through a land acknowledgement.

Action Items

Minutes and Agenda

Yogev moved to approve the October Meeting Minutes as well as the agenda. Mark seconded and the motion passed unanimously.

Reports

Hoofer Outing Club

Mary provided a brief summary of the club and their purpose. She then walked through their goals for the year, highlighting main categories of experience and logistics. She explained for experience she hopes to further develop exciting outdoor adventures, advance the club marketing and increase inclusivity. For logistic, she hopes to increase the club safety, measure the club's growth and activity and foster leadership.

WUD Alternative Breaks Committee

Shelby gave a brief synopsis on the Alternative Breaks Committee including who they are and what they do. Afterwards, she gave an outline of the committee's goals for the semester, emphasizing engagement, developing the site leader program and increasing the quality of trips.

Dan asked Shelby to provide an example of a trip that the committee is planning. She replied that they are currently working on a trip to Memphis, Tennessee to learn more about urban farming and to hopefully bring that knowledge back to Madison.

WUD Film Committee

Nimish provided the WUD Film Committee's goals, highlighting four core principles. They included increasing enthusiasm and engagement, outreach to other cultural student organizations, raising awareness of the committee as well as the Marquis and establish materials for the transition of leadership roles from year to year.

Per David's request, Nimish then provided the title of his favorite movie.

WUD Music Committee

Arielle provided a summary of the main ideas surrounding the Music Committee, highlighting scheduling shows for the Sett and the "Behind the Beat" jazz program. She explained that the committee's goals are to book shows with regards to genre, race and gender diversity, assuring that every member is adequately trained with the resources they have and making an effort to book with an educational perspective in mind.

Arielle was asked what opportunities there are for students to provide input for what they want to see. She responded that they would be able to send out a survey, however, when they did so in the past it did not prove to be fruitful.

Fernanda asked what the booking process looks like now. Arielle replied that members reach out to the agent for an act they wish to see and then the committee votes on it.

Hoofer Riding Club

Erin walked through a brief synopsis of the Hoofer Riding Club, including the history as well as their purpose. She explained that they have had many changes to the group, including their former advisor moving away. They hired a new coach and started implementing barn hours as well as a new instruction process. She emphasized that their main goal as a club is to make the group sustainable to be run by only students.

Dan asked how many students ride the horses. Erin explained that they have about 60 a month.

David asked if the group competes and Erin said they do. Mills asked how the team has been doing and she replied that they have been doing very well.

Zaakir asked what the general process for getting involved looks like. Erin explained that they hold trial lessons and allow potential new members to receive a tour of the barn before purchasing a membership.

Hoofer Ski and Snowboard Club

Amanda provided a summary of the Hoofer Ski and Snowboard Club and walked through the groups goals for the year, emphasizing a general theme of communication. She highlighted the following goals: increasing communication between executive members, holding general meetings for the whole group, focusing on inclusivity and trying to maintain connections with alumni.

Dan asked if there was a method of providing financial assistance to those who need it. Amanda replied that she was unaware of the barrier until recently, and that they recently passed a law where an individual can have their first lesson without membership fees. She added that they have a good relationship with different organizations and can potentially ask them for help.

Zaakir asked if the rental options are expensive and Amanda said it mainly depends on the rental organization as well as the location.

Hoofer SCUBA Club

Samantha provided goals for the Hoofer SCUBA Club. They included heightening safety, increasing general engagement, potentially implementing offering course credit and focusing on organization.

WUD Global Connections Committee

Pedro explained what Global Connections Committee does, emphasizing that their purpose is to bridge the gap between international and non-international students. He provided the group's goals which included member retention, forming new events and collaborations and increasing the organization and communication of leadership positions.

Dan asked if there was a unification of international students and a natural grouping depending on where students are from. Pedro explained that there is interaction between international students.

Hoofer Sailing Club

Lucas provided goals on behalf of the Hoofer Sailing Club. He highlighted finishing the construction of the Tong Family Marina, including fundraising for the project, increasing membership and engagement and heightening the new member experience. He also gave updates on the sailing team, explaining that they are doing exceedingly well.

Susan asked if people would be upset if they got rid of the Tech, a popular boat among the general student body. Lucas clarified that they would not be getting rid of the boat, but rather supplying new ones.

WUD Publications Committee

Fernanda provided background information on WUD Publications Committee as well as passed around various issues and spreads from all the different publications. She explained their goals, stating that they hope to restructure their support network, reconnect with the rest of WUD, revamp and establish new programming and increasing the efficiency of the budgeting process.

Dan asked where one would be able to find a copy of the publications' issues. Fernanda explained that they are available in physical form almost everywhere on campus.

Business

Social Justice Incubator

Mills provided updates on the Social Justice Incubator. He explained that WUD met and debated whether it should be set up as a separate committee and everyone decided that it should be established through the Union and implemented aside from WUD.

Spring Union Council Dates

Mills and Union Council determined the dates for Spring Semester's meetings. They include February 5, February 19, March 12 and April 16.

Budgeting

Mark explained that they recommended budget must be done by February 8, and suggested that Council meet before. He added that the next meeting for Union Council will be geared towards the Directorate budget.

Leadership Team Policies

Susan walked Council through the edits of policies WU3-2 and WU3-7 regarding membership status

Chris asked if the Identification rule includes active military or veterans as well. Shauna explained that one must be active in the military, but Susan said they could look into offering a similar service to veterans.

Susan moved to approve. Liz seconded and the motion passed unanimously.

Advisory Boards

Administration

Fernanda updated that Jacob came in and presented on the Union South Traffic Study and it was tabled to a later date to form a decision.

Dining and Hospitality

David updated that the primary focus of their meeting was to focus on sustainability, and they had a combined meeting with Facilities.

External Relations

Brennan updated that they worked and developed a Digital Sign Policy that addresses the actions and practices to follow. He added that they briefly budgeted it and people

were excited about the process. He also noted that Dawn came to the meeting and discussed how to promote Union Membership.

Facilities

Mills updated that they had their most recent meeting with Dining and Hospitality. He added that Ms. Neargard came in and spoke with them, and that he hopes to have action items at the next Union Council meeting.

Program and Leadership

Farhat updated that Jim met with them to discuss the Social Justice Incubator and that she hopes to address and define differences between the Distinguished Lecture Series, Society and Politics and the Social Justice Incubator.

Officer Reports

Treasurer

Susan updated Council that Union staff assisted in the printing of Voter IDs for students voting in the midterm election. She added that there was an all staff meeting where Heidi, Jacob and Susan presented.

She then presented a snapshot of the budget, highlighting that they are ahead of their budget and there was a very strong conference season, however there is still work to be done in the restaurants. She also addressed that there are three positions with vacancies that will impact expenses.

Secretary

Mark updated that he plans to head into a series of meetings regarding organizational designs for the Vice Chancellor of Student Affairs. He also provided a brief overview of how the meetings had been structured, and prepared Council for the information that they will receive.

Vice President for Internal Relations

Farhat provided updates to Union Council regarding internal relations, highlighting that she is working on planning the Winter Retreat as well as future Wisconsin Idea Lunch events. She added that the first Wisconsin Idea Lunch event was very successful. She is also working on producing weekly budgets for WUD.

Vice President for External Relations

Brennan updated that he went to an ACUI meeting that was very informative. He added that he had a meeting with someone budgeting for marketing and determined that there is a surplus of money left over that they needed to spend. He is currently working on collaborations with other student organizations and formatting guidelines by which to structure these relationships.

He noted that he is working on the Late Night Grant as well as designing merchandise and they have an official meeting regarding the marketing for the Winter Carnival coming up.

Hoofers

David updated that Hoofers is in the group brainstorming stage and that each club should have goals presented. He added that they have had an unofficial committee meeting to discuss and focus on diversity and inclusion.

President

Mills explained that Lori Reesor started a cabinet of student leaders to discuss campus situations and occurrences and a lunch meeting is scheduled soon. He added that Winter Carnival is in the planning stages and they are off to a good start.

Brennan motioned to adjourn the meeting. Fernanda seconded and the motion was adjourned at 8:03pm.



Wisconsin Union

Experiences for a lifetime

President of the Wisconsin Union

The President of the Wisconsin Union has the overall responsibility for furthering the organization's mission, vision, and values. This includes, but is not limited to, coordinating the work of the Wisconsin Union Directorate (WUD), which is comprised of Officers, Directors/Hooper Club Presidents **and Council President**, Summer Coordinators, Associate Directors and committee and club members. This position actively promotes shared governance and encourages awareness among Directorate on issues that affect student life. Additionally, the President chairs Union Council, the governing board of the Wisconsin Union, and is a member of the Wisconsin Union's Leadership Team. This position works in partnership with the Assistant Director for Program and Leadership Development and the Wisconsin Union Director. Finally, along with the other Officers, the President serves as a liaison between Directorate and the rest of the Wisconsin Union, as well as the Wisconsin Union and the University.

Duties to Wisconsin Union Directorate (WUD):

- Meet regularly with Directorate members to discuss programming, issues and concerns.
- Coordinate and chair Directorate and Directorate Executive meetings.
- Participate in spring, summer and fall trainings. Plan and implement such trainings when applicable and work with Program Staff to plan the Fall Retreat.
- Guide and set directions for Directorate through developing a process for formulating goals and strategies. Develop implementation plans for achieving such goals.
- Participate in the annual selection of Wisconsin Union Directorate's student committee directors
- Actively pursue all forms of diversity and integrity within Directorate programs and committees.
- Collaborate with Hooper Council President to plan and execute combined Directorate and Hooper leadership meetings.
- Work with the VP-External Relations on initiatives to increase WUD's visibility and to strengthen WUD as a connector on campus.
- Oversee and maintain the WUD Budget **and the annual WUD Budget process.**
- Continue development and review of the Officer Transition materials as a mechanism for passing information to the incoming president. Ensure that all digital materials are stored on the Union's shared drive.
- **Coordinate the Wisconsin Idea Lunch Series**

Duties to Union Council:

- Coordinate and chair Union Council and Union Council Executive meetings.

- Coordinate and chair a Union Council Advisory Board.
- Uphold the Wisconsin Union Constitution and participate in the review/implementation of policy and procedure.
- Actively promote shared governance and encourage committee awareness of issues that affect student life.
- Appoint students, staff and alumni to Wisconsin Union Council Advisory Boards, hiring committees, and ad-hoc groups as needed
- Chair nominating committee for Officer Selection.
Appoint nominating committees for (1) Awards, (2) Selection of Officers, Directors and Summer Coordinators.
- Serve as a ~~Executive~~-Trustee in Wisconsin Union Association (WUA), the Union's non-profit board of Trustees.
- Maintain relationship and communication with ASM and SSFC.

Specific Presidential Duties:

- Oversee the Innovative Grant.
- Maintain relationships with Student Employee Advisory Group (SEAG)
- Represent the Union and Directorate on University committees as needed.
- Meet regularly with Chancellor, ASM leadership, ~~Vice Chancellor of Student Affairs~~, and Dean of Students to stay abreast of campus events.
- Represent the values and ideals of the Wisconsin Union to external constituencies.
- In fall, work in collaboration with the SSFC Chair and the Union Assistant Director - Administration to collectively set the budget timeline for the year and address preliminary questions and concerns.
- Participate in the Union's budget formulation and SSFC budget process as needed.

Additional Relationships President is encouraged to explore, through:

- The Chancellor's Office
- Vice Chancellor of Student Affairs
- The Dean of Students office
- ASM Leadership
 - SSFC Leadership
- Student Employee Advisory Group (SEAG)
- Local non-profit partnerships: Porchlight Inc. ~~and Intellectual Ratchet~~
- Office of Sustainability – Green Fund
- Relevant Academic Departments

Term of Office

- May 1-May 1, with active participation in trainings before term begins
- Summer: Presidents are expected to fulfill their responsibilities over the summer and to be available as needed; at minimum, Presidents are required to return to campus and hold office hours, typically 10 hours weekly, beginning August 1
- Academic Year: 20-25 hrs/wk

Remuneration

- Academic Stipend - 80% of annual in-state tuition based on previous year, distributed at the beginning of each semester (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: 11/28/18



Wisconsin Union

Experiences for a lifetime

Vice President of External Relations for the Wisconsin Union

The Vice President of External Relations is responsible for educating the campus community about Wisconsin Union Directorate (WUD), which is comprised of Officers, Directors/Hooper President, Club Presidents, Summer Coordinators, Associate Directors, and committee and club members. Recruitment and student outreach, including coordinating committees with different student organization fairs, are large responsibilities for this position. The VP of External Relations develops overall marketing and promotional plans to assist in WUD-wide activities and overall WUD recruitment. Additionally, this position coordinates the selection process for all Directorate leadership positions while working in partnership with the Leadership Program Director. Along with the other Officers, the Vice President of External Relations 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):

- Chair Directorate and Directorate Executive meetings in the absence of the President.
- Work with Program Staff to plan Fall Retreat.
- Actively pursue all forms of diversity and integrity within Directorate programs and committees, and throughout all marketing and recruitment efforts.
- Participate in spring, summer, and fall trainings. Plan and implement such trainings when applicable.
- Meet regularly with Directorate members to discuss programming, issues and concerns.
- Guide and set directions for Directorate through developing a process for formulating goals and strategies, especially in respect to campus diversity.
- Initiate the annual student organization registration process for Directorate and educate each committee on how to do so.
- Spearhead initiatives to increase WUD's visibility and to strengthen WUD as a connector on campus.
- Oversee and maintain the WUD Budget.
- 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 shared drive.

Duties to Union Council:

- Coordinate and chair a Union Council subcommittee.
- Serve on the Council Executive Committee.
- Chair Union Council and Council Executive in the President's absence.
- 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.
- Manage Union Council's online presence on the WUD website.
- Communicate decisions of Union Council to local media as needed and requested.
-

Specific External Relations Duties:

- Develop and maintain a cohesive outreach, recruitment, and marketing strategy for Directorate as a whole as well as the individual committees.
- Provide marketing trainings and assistance to individual committees.
- Direct and manage WUD's digital presence, including but not limited to, social media, the WUD website, and digital signage in the Wisconsin Union buildings.
- Develop and coordinate proposals and reports related to recruitment initiatives for the Wisconsin Union Antaramian Fund. This also includes and is not limited to planning programs that focus on recruitment, special events, and various projects that utilize the Antaramian Fund.
- Coordinate WUD recruitment calendar including marketing presentations and tabling at Student organization fairs, and additional resource fairs.
- Oversee the training and activities of people marketing WUD at SOAR.
- Promote the various leadership positions within WUD and to the greater campus community, working closely with the VP-Internal Relations to recruit applicants.
- Put together fall and spring WUD marketing materials.
- Coordinate the weekly WUD email newsletters promoting WUD events for the week on campus.
- Act as a liaison between WUD and the Center for Leadership and Involvement.
- ~~Serve as the liaison between staff and Directorate Help~~ with the programming of Sunburst Festival and Sunset Slam
- Actively reach out to other UW-Madison student organizations to identify opportunities for collaboration and relationship-building.
- Act as a liaison between WUD and Wisconsin Union Marketing, ~~communicating ways in which WUD can utilize their services most effectively.~~
- Continue developing and marketing WUD presence ~~in the Union,~~ in both Union South and especially as it relates to the gradual reopening of Memorial Union.
- Actively pursue potential marketing opportunities outside of the Union to gain greater exposure for WUD events.
- Support and advise individual committee marketing efforts by sharing resources, developing trainings and holding check-in meetings with the appropriate Associate Directors or others.
- ~~Additionally~~ Serve as a marketing resources for Hoofers and incorporate Hoofers into the overall marketing plan for WUD.
- Market and oversee the Late Night Grant process

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, typically 10 hours weekly, beginning August 1
- Academic Year: 20-25 hrs/wk

Remuneration

- Academic Stipend - 80% of annual in-state tuition based on previous year,, distributed at the beginning of each semester (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: 11/28/2018



Wisconsin Union

Experiences for a lifetime

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 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 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 shared drive.

Duties to Union Council:

- 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 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, typically 10 hours weekly, beginning August 1
- Academic Year: 20-25 hrs/wk

Remuneration

- Academic Stipend - 80% of annual in-state tuition based on previous year,, distributed at the beginning of each semester (Benefits Policy PL3-14)
- Wiscard Amount - \$50/month (8 months)
- Lifetime Union Membership

Last Updated: 11/27/18



Wisconsin Union

Experiences for a lifetime

2019 Summer Music Interns

The Music Committee plans music events to provide opportunities for entertainment and social education for the UW campus through regular programs at Memorial Union (Play Circle, Der Rathskeller, Union Terrace) and Union South (The Sett). The committee selects which acts will perform at these events and plans, markets, implements, and evaluates these programs.

Summer series include Wednesday Open Mic Night, Thursday Bluegrass Series and headliner, Friday Jazz Series and headliner, and Saturday headliners.

In conjunction with a fellow coordinator, this position will be responsible for Thursday, Friday, and Saturday music series from **May 10 – September 1, 2019**. **Additional training dates prior to the May 10 start will also be required.**

Summer Program Duties:

1. Overall responsibility for implementing the Summer Concert Series.
2. Responsible for covering shows from start to finish on Thursdays, Fridays, Saturdays (**May 10 – Sept 1**).
3. ~~Keeping up to date on all construction related changes to event implementation.~~ If construction is ongoing, create action plans to navigate around issues.
4. Participate in the Wisconsin Union Directorate spring and summer training program.
5. Meet weekly with the Music Committee Advisor and the other Summer Manager.
6. Maintain communication with incoming and outgoing Directors, Associate Directors, and committee.
7. Hold weekly office hours.
8. Actively pursue cultural diversity and integrity within the Wisconsin Union Directorate, its programs, and committees.
9. Ensure that all program sponsors are recognized at each event via pre-event announcements.
10. Work with summer committee members and advisor in implementing the summer series as planned by previous Wisconsin Union Directorate Music Committee. **Please note: this job does not involve concert booking; only the implementation of programs booked the prior semester.**
11. Coordinate set-up and equipment requirements by contacting performers and communicating the appropriate information to Central Event Services Office, the sound vendor(s), and event managers.
12. Promote summer series through both print (flyers and posters) and online (Union website and social media) publicity.
13. Finalize promotion and contracts, if necessary.
14. Submit regular updates to the incoming WUD Music Committee Director.
15. Complete program evaluations on a weekly basis; maintain program files, entertainer resources, and related information.
16. Participate in the final summer meeting to analyze program resources and evaluate the overall program; provide revision suggestions for the future summer position descriptions.
17. Attend Music Committee meetings in April and meet with outgoing and incoming Music Directors, and advisor.
18. Establish a working relationship with Union units such as Dining Services, Marketing, Campus Events Services Office and Facilities Management (Building Managers and Sound & Light Technicians).

Term of Office

Applicants need to be available for Thursday, Friday, and Saturday nights from 3pm - 1 am, **May 10 – Sept. 1, 2019**. Two individuals will be scheduled to alternate covering these events.

Remuneration
25 hours/week at \$9/hr

Last updated: 11/29/2018



2019 Summer Art Coordinator

The Art Committee is dedicated to the advancement of visual art in the campus community. Bringing inventive and challenging exhibitions to the Wisconsin Union, the student-run committee manages every aspect of those exhibitions from artist selection and installation to art education and marketing, while also promoting leadership among all of its members. The committee encourages students and the community to participate with active and diverse dialogue by providing supplemental educational programming. This position works in partnership with a program advisor.

Summer Program Duties:

1. Participate in the Wisconsin Union Directorate spring and summer training program.
2. Maintain regular communication with advisor, incoming and outgoing Directors, Associate Directors, and committee.
3. Manage the summer art gallery series, including installation and de-installation of exhibitions; artist scheduling; and implementation of receptions, promotion campaigns, and gallery talks.
4. ~~Work with the summer committee to plan art educational opportunities.~~ Coordinate art education outreach efforts to connect exhibition content with relevant summer courses where appropriate.
5. Work with the outgoing and incoming Art Committee Directors on confirming, planning and promoting summer and fall programs including Union South Sunburst Festival and Sunset Slam (during Wisconsin Welcome).
6. Hold a minimum of 5 weekly office hours. Meet with program advisor on a regular basis.
7. Actively pursue cultural diversity and integrity within Wisconsin Union Directorate, its programs and committees.
8. Coordinate logistics and equipment requirements with artists and Union staff.
9. Promote summer exhibitions through print (flyers and posters) and online (Union website and social media) publicity.
10. Complete program evaluations on a regular basis; maintain program files and related information.
11. Attend Art Committee meetings in April and May and meet with outgoing and incoming Art Directors, Associate Directors, and advisor.
12. ~~Work with advisor, outgoing Director, Associate Directors, and current committee to develop a summer committee member recruitment, training, and recognition plan.~~
13. ~~Hold regular committee meetings and delegate program coverage and responsibilities to committee members.~~
14. Maintain regular communication with the Art Committee via online channels of communication including email and Facebook groups. Keep them posted on the summer program's progress as well as opportunities for their involvement.
15. Establish a working relationship with Union units such as Marketing, Facilities Management, and Campus Events Services Office.
16. Schedule and attend turnover meetings with the outgoing Director and ADs in the spring, and with the incoming Director and ADs in the late summer.

Term of Office

May 1- September 15

Summer: 10 - 15 hours/week

Remuneration

\$1272

\$50/month on Wiscard June, July, and August

Last updated: 11/28/2018



Wisconsin Union
Experiences for a lifetime

2019 Film Summer Coordinator: Lakeside Cinema

The Film Committee is responsible for researching, planning, coordinating, publicizing and managing the weekly Lakeside Cinema ~~series and Sunday film series~~ **summer film series**, appropriate for the summer Terrace audience. The Committee serves as a learning experience for its members and is dedicated to the presentation of diverse, educational, and entertaining programming on campus for the University community. In addition, the Film Committee may offer other special events, free campus "sneak previews" of major studio releases, and a variety of other film programs. This position works in partnership with a program advisor.

Summer Program Duties:

1. Participate in the Wisconsin Union Directorate spring and summer training program.
2. Manage and oversee Lakeside Cinema summer film program, ~~as well as the new Sunday evening film series, which consists of a 15 week Monday series of films and a five date Sunday series of films. Including Duties include:~~ hosting weekly films, preparing weekly slideshows/summer trailers, ~~representing WUD Film at each pre-event weather call,~~ and working with sponsors to create/present promotional events (i.e. trivia contests) before screenings.
- ~~3. Oversee and coordinate all special film events such as free "sneak previews" of major studio releases.~~
4. Hold a minimum of 5 weekly office hours. Meet with program advisor on a regular basis.
5. Actively pursue cultural diversity and integrity within Wisconsin Union Directorate, its programs and committees.
6. Coordinate logistics, projection, and equipment needs with the Union Facilities staff and the Campus Events Services Office. **Assist with basic screen setup and teardown for each screening.**
7. Work with Marketing to design the summer promotional campaign at the end of the spring semester, promote summer and fall programs through print (flyers and posters) and online (websites and social media) publicity and making sure that MU and US are stocked with promotional material.
8. Work with the incoming Director to coordinate logistics for the Union South Sunburst Festival and Sunset Slam ~~on labor day weekend.~~
9. Provide information and resources to other groups looking to screen films and occasionally assist in facilitating these programs through co-sponsorships.
10. Complete weekly program evaluations; handle print/DVD shipping; and update program files, documents, and spreadsheets.
11. Ensure program sponsors are recognized at each event via pre-event announcements.
12. Attend Film Committee meetings in April and May and meet with the outgoing and incoming Film Directors, Associate Directors, and advisor.
- ~~13. Work with advisor, outgoing Director, Associate Directors, and current committee to develop a summer recruitment, training, and recognition plan.~~
- ~~14. Hold regular committee meetings, delegate program coverage and responsibilities to committee members.~~
15. Maintain regular communication with the Film Committee via online channels of communication including email and Facebook groups. Keep them posted on the summer program's progress as well as opportunities for their involvement.
16. Establish a working relationship with Union units such as Dining Services, Marketing, Campus Events Services Office, and Facilities Management (including Building Managers and Sound & Light Techs).
17. Schedule and attend turnover meetings with the outgoing Directors and ADs in the spring and with the incoming Director and ADs in the late summer.

Term of Office

May 1- September 15

Summer: 10 - 15 hours/week

Applicants must be available for the 15 Mondays between ~~May 27 - September 2~~, and ~~5 Sunday event dates TBA~~ Sunday June 9, June 23, July 7, July 21 and August 4.

Remuneration \$1272

\$50/month on Wiscard June, July, and August

Last updated: 11/29/2018



2019 Summer Coordinator Wisconsin Union Welcome Team (4 positions)

The Wisconsin Union Welcome Team is responsible for coordinating and managing the Student Orientation Advising and Registration (SOAR) program evening student social. The SOAR student social occurs most Monday – Thursdays from 8:30pm – 9:30pm throughout the summer and is intended to be a casual opportunity to introduce new students to the Wisconsin Union and encourage them to make connections with other incoming students. This position works in partnership with a program advisor.

Summer Program Duties:

1. Participate in the Wisconsin Union Directorate spring and summer training program.
2. Manage and oversee SOAR program evening social, which consists of 30 evenings over the course of the summer. See schedule below. Duties include: hosting the social, setting up logistical aspects of planned events, preparing weekly Wisconsin Union announcements, interacting with students throughout the social event.
3. Attend a weekly team meeting and meet with the program advisor as needed.
4. Provide coverage for at least 15 evening events and 15 tabling events over the course of the summer; the goal is to have 2 team members at each evening social.
5. Complete a brief evaluation/log after each social.
6. Actively pursue cultural diversity and integrity within Wisconsin Union Directorate, its programs and committees.

Summer SOAR (Union South)

Monday-Tuesday, June 10-11
 Tuesday-Wednesday, June 11-12
 Wednesday-Thursday, June 12-13

Monday-Tuesday, June 17-18
 Tuesday-Wednesday, June 18-19
 Wednesday-Thursday, June 19-20
 Thursday-Friday, June 20-21

Monday-Tuesday June 24-25
 Tuesday-Wednesday, Jun 25-26
 Wednesday-Thursday, June 26-27
 Thursday-Friday, June 27-28

Monday-Tuesday, July 8-9
 Tuesday-Wednesday, July 9-10
 Wednesday-Thursday, July 10-11
 Thursday-Friday, July 11-12

Monday-Tuesday, July 22-23
 Tuesday-Wednesday, July 23-24
 Wednesday-Thursday, July 24-25
 Thursday-Friday, July 25-26

Monday-Tuesday, July 29-30
 Tuesday-Wed, July 30-31
 Wed.-Thursday, July 31- Aug
 Thursday-Friday, August 1-2

Monday-Tuesday, August 5-6
 Tuesday-Wednesday, August 6-7

Monday-Tuesday, August 12-13
 Tuesday-Wednesday, August 13-14
 Wednesday-Thursday, August 14-15

Late August SOAR Program (Memorial Union)

Thursday-Friday, August 22-23
 Monday-Tuesday, August 26-27
 Tuesday-Wednesday, Aug 27-28

Term of Office

June 3- August 30

Summer: ~4 hours/week

Remuneration \$600

\$50/month on Wiscard June, July, and August

Last updated: 12/3/2018



Wisconsin Union

Experiences for a lifetime

Alternative Breaks Committee Director

The WUD Alternative Breaks (Alt Breaks or AB) program provides UW-Madison students with opportunities to work with the contemporary issues affecting American society, allowing students the chance to develop and plan a service learning trip specific to an issue; to learn about that issue; and then volunteer in culturally and geographically diverse communities across the United States. The trips planned by the committee bring students together to work side by side with their peers and members of the communities they visit in strong, direct service.

The Alternative Breaks Committee uses its trips and other experiences to promote the cultivation of a life of service and active citizenship in its participants, rather than brief, periodic episodes of service. In pursuit of this goal, the committee follows the model of Break Away, a national organization focused on alternative breaks. The model's components include emphasizing diversity and social justice, education, orientation, and training in advance, strong direct service, full engagement, and reflection during the trip, and reorientation and continued reflection upon return. The Director facilitates all aspects of this mission: committee organization, trip planning, participant orientations, and post trip programs. This position works in partnership with a program advisor.

Additionally, there are commitments during summer, winter, and spring break. The summer commitment includes finalizing plans for winter break trips and attending a weeklong alternative breaks development seminar. The winter and spring break commitments primarily involve being on-call for trip participants while all trips sponsored by WUD Alternative Breaks are active.

Director Duties:

- Chair weekly meetings of the AB Committee and the AB leadership team, attend necessary weekly meetings including meeting with the AB advisor, 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.
- Responsible for the oversight, direction, development, content and all administrative aspects of the alternative breaks program, including individual trip budgets and the overall committee budget.
- Develop, working with the AB advisor, an understanding of the AB program and its procedures. Familiarize yourself with the resources, policies, and risk management policies of AB, the Wisconsin Union, and UW-Madison.
- Recruit, select, and train Associate Directors for your term of office. Actively search for ways to help better the leadership skills of Associate Directors.

- Educate committee members to ensure responsible programming. Acquaint committee members with resources and encourage them to utilize these materials in order to strengthen the alternative break program and ensure continued development and future support for AB.
- Work with the AB leadership team, committee, and advisor to establish goals and procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs.
- Continue development of trip Site Leader program. Building up the selection, training, and assessment processes.
- Facilitate and encourage committee involvement in all aspects of alternative breaks programming, including trip planning, special events, and educational programming.
- Foster growth and development of committee members, which includes pursuing leadership trainings, social justice workshops, and other special opportunities for the committee to grow and develop as a whole.
- Set an example of leadership for committee members and encourage committee members to pursue leadership opportunities.
- Build a sense of community within AB, directly involve the general members in the planning of committee programs, and attempt to develop a sustained and growing committee membership.
- Foster a comfortable, friendly, and open environment within the committee, where all members are able to share and discuss their thoughts and disagree in a civil manner.
- Facilitate the trip application process and serve as the primary contact for trip applicants.
- Assess and evaluate the processes of the committee and individual events.
- Collaborate with members of the committee leadership team to coordinate and implement their respective duties for WUD AB.
- Oversee marketing and branding efforts for the committee and all AB sponsored trips and programs to ensure AB is adequately promoting all programs. Work with the Wisconsin Union's Marketing Department and the Vice President of External Relations to promote ~~each lecture and the series as a whole~~ trips and the committee.
- 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.
- Work with AB advisor, leadership team, and committee members to facilitate the involvement of non-driving International students, students with disabilities, and other historically underrepresented student populations in this program.
- Continue implementation of all program recommendations from the Union Council Alternative Breaks Study Subcommittee, including implementing multiple orientations, reworking the trip scholarship process, and redeveloping aspects of the trip application
- 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.
- Work with the AB advisor and committee leadership to review and evaluate the costs of alternative break trips and consider ways to make the experiences more financially accessible to students. Including

the use of the Charles F. Meissner Alternative Breaks Scholarship Fund.

- Be on-call for trip participants while all trips sponsored by WUD Alternative Breaks are active during Winter Break and Spring Break.
- During summer, attend a weeklong alternative breaks development seminar and work with the AB advisor to finalize plans for the upcoming winter break trips.
- Cultivate new and maintain existing relationships ~~with other service travel groups on campus entities like the Morgridge center, other student organizations, and other service travel groups.~~

Responsibilities to Directorate:

- 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 trainings 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 Alternative Breaks 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 Alternative Breaks Committee.
- Ensure that all digital materials are stored on the Union's shared drive.

Term of Office May - May, with active participation in trainings before term begins Academic Year: 20-25 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/12/18



Wisconsin Union

Experiences for a lifetime

Art Committee Director

The Art Committee is dedicated to the advancement of visual art in the campus community. Bringing inventive and challenging exhibitions to campus in the Wisconsin Union Galleries, (Class of 1925 Gallery and the Main Gallery in Memorial Union, and Gallery 1308 in Union South), the student-run committee develops every aspect of the exhibition from selection to publicity to installation, and in the process promoting leadership among ~~all of~~ its members. The committee encourages students and the community to participate with active and diverse dialogue by providing supplemental educational programming. Annually, the committee presents and curates approximately 20 exhibitions, including the annual Student Art Show, ~~MFA shows~~, individual and group shows, and nationally touring exhibitions. The committee director works in partnership with the program advisor.

Director Duties:

- Chair weekly committee meeting, leadership team meeting, and hold general office hours (typically 10 per week).
- Work with and train committee members on all aspects of implementing the exhibitions including: budgeting, corresponding with artists, installing the artwork, and marketing the exhibition.
- ~~Direct work with and direct~~ the committee in selecting and contracting of the current and following academic year exhibitions, including summer.
- Work with the committee to establish goals and procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs.
- **Provide overall direction for content and promotion of WUD Art's programming to offer a presentation of diverse, innovative and quality art exhibitions.**
- Appoint the Associate Directors for your term of office.
- Appoint committee members to research and coordinate art related activities and special exhibitions, such as artist retrospectives.
- Foster a comfortable, friendly, and open environment for all committee members.
- Set an example of leadership for committee members and encourage committee members to pursue leadership opportunities.
- **Help maintain communication between Advisor, Associate Directors, committee members and other Union Representatives (such as Marketing and Campus Event Services) regarding art programs.**

- Establish a relationship with ~~Union Marketing and Graphics~~ staff, as well as with local media, to ensure the Art Committee is adequately promoting all programs.
- Develop, working with the advisor, an understanding of the Wisconsin Union's art program including the permanent art collection.
- **Follow policies and procedures of the Wisconsin Union, Directorate, and Art Committee.**
- Familiarize yourself with the facilities, tools, installation procedures, and risk management practices in the Wisconsin Union Galleries.
- Develop, promote, and cultivate new and innovative projects, technologies and programs, including collaboration with Wheelhouse Studios and other campus and community partners.
- Organize benchmarking trips that build committee skill and knowledge.
- Encourage committee members to become informed about and involved with art related activities in the community.
- **Create an adequate binder or electronic file of information for the incoming director and/or summer coordinator to understand the intricacies of running the Art Committee. Ensure that all digital materials are stored on the Union's shared drive or committee Google drive.**
- **Complete all program plans for the upcoming summer leaving only the implementation and evaluation to the summer coordinator.**
- **Ensure incoming Art Committee Director has sufficient knowledge in gallery practices i.e., installation and exhibition practices, and Wisconsin Union Facilities.**

Responsibilities to Directorate:

- 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 trainings 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.

Additional relationships fostered:

- Art Department
- Art History Department
- Campus arts organizations
- Communication Arts Department
- Community Art Organizations
- Design Studies Department
- Local Galleries and Museums

- Local & regional arts media
- Local art communities (the Bubblers, Art + Lit Lab, Madison Community Discourse, etc.)
- Wheelhouse Co-Directors & Staff

Term of Office May – May, with active participation in trainings before term begins Academic Year: 20-25 hours/week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/11/2018



Wisconsin Union

Experiences for a lifetime

Cuisine Committee Director

The Wisconsin Union Directorate Cuisine Committee is dedicated to exploring local and global food systems and their cultural influences while engaging the community through education around food sustainability, practicality, and justice. The Cuisine Director trains and guides the committee, striving to create programming that serves and reflects the diverse, multicultural backgrounds of the student population while delving into the three main parts of the food system: production, distribution, and consumption. This position works in partnership with the program advisor.

Focus areas of the Cuisine Committee include:

Education: Using food as an education tool and emphasizing food's cultural, social, political, and environmental influence. Connecting food to community education. This can consist of speakers, panels, demonstrations, excursions, innovative media presentations, or a few of these at once. The education events are put on in an effort to promote awareness of inclusive, local, economically reasonable, sustainable, and transparent food programs on campus, in Madison, and beyond. All education events should be done in the proper historical and cultural context.

Events include the monthly use of the demonstration kitchen, the Chef's Speak Out series, invitations of speakers, building new and maintaining collaborations with RSOs.

Community Engagement through Service and Outreach: Connecting the Cuisine Committee to local food communities. Community service programming will focus on project-based initiatives surrounding food waste, use of university grounds, food-insecure student populations, and food distribution in greater Madison community. Outreach engagement also includes excursions and involvement in the Madison restaurant community through collaborations and lecture invitations.

Events include biweekly committee lecturers, field trips to special events or establishments in the local community, and involvement in community food projects.

Cooking: Cooking programming will focus on providing cooking classes at little or no cost to students, giving them the skills to cook great meals within a student budget. Such events include the Cooking on a College Budget Series. Cooking events may also include another educational or discussion-based component.

Cooking programming will focus on providing cooking classes at little or no cost to students, giving them the skills to cook great meals and have hands on experience with food as a tool for inquiry, social justice, and cultural understanding. Certain programming should emphasize how to cook on a student budget, with an understanding of ingredients that are available in geographically close grocery stores (Fresh Market,

Capitol Centre Market, Midway), and an awareness that students may have limited cooking equipment in their college dorms or apartments. **Cooking events may also include another educational or discussion-based component.**

Events include **monthly student led workshops**, Cooking on a College Budget Series, the **annual Thanksgiving cooking workshop**, and the **Great Cook-Off**.

Director Duties:

- Attend weekly meetings with Cuisine advisor, the leadership team, and have general office hours, typically 10 hours per week.
- Chair the weekly Cuisine committee meetings.
- Appoint and train the Associate Directors for your term of office.
- Facilitate the creation of committee-wide goals for the year.
- Work with Associate Directors and committee members to create and facilitate events, educating the leadership team on program planning, promotion and implementation.
- Work to directly involve Cuisine general membership in the planning of committee programs.
- Build a sense of community within Cuisine and attempt to develop a sustained and growing committee membership.
- Set an example of leadership for committee members and encourage committee members to pursue leadership positions.
- Actively pursue co-sponsorship opportunities and on-going relationships with a variety of registered student organizations, UW-Madison groups and departments, and greater city and state organizations.
- **Build and maintain** a relationship with **the** Union's Dining Services division, actively pursuing innovative and collaborative programs.
- Oversee marketing and branding for the committee and Cuisine sponsored events
- Assess and evaluate processes of the committee and individual events.
- Familiarize yourself with the programming needs of the university community regarding service, cultural, social, and collaborative opportunities.

Responsibilities to Directorate:

- 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 trainings 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 Cuisine transition materials as a mechanism for passing information to the incoming director which is relevant to the long-term policies, procedures, and mission of the committee. Ensure that all digital materials are stored on the Union's shared drive.

Additional Relationships Fostered:

- Cultural Student Organizations
- Office of Sustainability – Green Fund
- Campus Kitchens
- Slow Food Multicultural Student Center
- ASM Food Pantry
- Relevant Academic Departments

Term of Office May – May, with active participation in trainings before term begins Academic Year: 20-25 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors Last updated: 12/14/2017

Last updated: 11/27/18



Wisconsin Union

Experiences for a lifetime

Distinguished Lecture Series Committee Director

The Distinguished Lecture Series Committee (DLS) is charged with a mission to present a wide 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 a lecture series that hosts at least 4 lectures in Shannon Hall or Varsity Hall, targeted to reach the max capacity of those venues, along with other events.**

The DLS Director is responsible for coordinating and delegating every aspect of this series, in concert with the committee. Moreover, the Director should stimulate committee volunteers to coordinate individual lectures, take the lead on publicity, and seek co-sponsorships with other WUD committees, academic departments, and student organizations throughout campus. In addition to coordinating diverse programming, the Director must work to encourage involvement and develop leadership potential of committee members.

Additionally, there is a summer commitment involved in pursuing and booking speakers.

Director Duties:

- Chair weekly meetings of the DLS Committee and the DLS leadership team, attend necessary weekly meetings including meeting with the DLS advisor, 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 procedures for programming as well as develop, communicate, and hold committee to vision and mission of programs.
- Work with Associate Directors and committee members to create and facilitate series events **(such as Spotlight Series and the Wisconsin Festival of Ideas)**, educating the leadership team on program planning, promotion, and implementation.
- Provide overall direction for content of DLS programming to offer a presentation of diverse, innovative, and quality speaker events.
- Ensure coordination of all promotions, dinners, receptions, and other logistical details for each lecture.

- Program around each individual lecture as issues arise (examples include: additional lectures, discussions, films, or panels).
- Communicate with the Wisconsin Union's public relations staff to discuss potential or current backlash from programs.
- 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.
- During the summer, pursue and book speakers for the upcoming fall semester
- Educate committee members to ensure responsible programming. Acquaint committee members with resources and encourage them to utilize these materials in order to strengthen DLS's program and ensure continued development and future support for DLS.
- Oversee an ongoing nominations process for the following year's speakers. Work with DLS advisor, leadership team, and committee for nominations, soliciting ideas, input, and opinions from both inside and outside sources regarding DLS's programming.
- Delegate responsibility to committee members for individual lectures, co-sponsorships, series events, and promotions.
- Maintain committee records through a scrapbook and/or video/audio library of DLS lectures when permitted by speaker.
- Oversee marketing and branding for the committee and all DLS sponsored events to ensure DLS is adequately promoting all programs. Work with the Wisconsin Union's Marketing Department and the Vice President of External Relations to promote each lecture and the series as a whole.
- Coordinate with the McBurney Center to ensure lectures are accessible to the deaf and hard of hearing.
- Foster a comfortable, friendly, and open environment within the committee, where all members are able to share and discuss their thoughts and disagree in a civil manner.
- Build a sense of community within DLS, working to directly involve the general members in the planning of committee programs, and attempt to develop a sustained and growing committee membership.
- Set an example of leadership for committee members and encourage committee members to pursue leadership opportunities.
- Encourage committee members to become informed about and involved with other lecture related activities in the community.
- Foster growth and development of committee members, which includes pursuing leadership trainings, social justice workshops, and other special opportunities for the committee to grow and develop as a whole.
- Assess and evaluate processes of the committee and individual programs.
- Actively pursue co-sponsorships within WUD and throughout the campus and local community. Work collaboratively with committee members, campus departments, and RSOs to coordinate, publicize, and host programs and events.

Responsibilities to Directorate:

- 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 trainings 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.

Term of Office May – May, with active participation in trainings before term begins Academic Year: 20-25 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester(Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/20/18



Wisconsin Union

Experiences for a lifetime

Film Committee Director

The Wisconsin Union Directorate Film Committee is dedicated to bringing a diverse, innovative, and exciting lineup of movies to the University of Wisconsin – Madison campus and surrounding community. The committee also serves as a professional development experience for its members to explore aspects of film production, distribution, and exhibition industries. The Film Committee researches, plans, coordinates, publicizes and manages over 300 film screenings and special events in the Marquee Theater- films shown include major studio, documentary, art house, experimental, international, and late night cult classics. Additionally, the Film Committee programs Lakeside Cinema each summer, an outdoor film series on the Memorial Union Terrace. WUD Film provides campus with free "sneak previews" of new releases, ~~collaborates with UW Cinematheque on Marquee Mondays~~, and assists Wisconsin Film Festival with programming suggestions and venue volunteers. The committee director works in partnership with the program advisor.

Director Duties:

- Chair weekly committee meeting, leadership team meeting, and hold general office hours (typically 10 per week).
- Appoint the Associate Directors for your term of office.
- Educate committee members to ensure responsible programming. Acquaint committee members with resources and encourage them to utilize these materials in order to strengthen the Union's total film program and ensure continued development and future support for WUD Film.
- Help maintain communication between Advisor, Associate Directors, committee members and other Union Representatives (such as Dining Services, Marketing and Campus Event Services) regarding the film programs.
- Provide overall direction for content and promotion of WUD Film's programming to offer a presentation of diverse, innovative and quality film exhibition.
- Oversee weekly film screenings.
- Follow policies and procedures of the Wisconsin Union, Directorate, and Film Committee.
- Ensure Film Committee is adequately promoting all programs, establishing relationships with Union marketing, communications, and local media.

- With assistance from advisor, develop a thorough understanding of the college/non theatrical/independent film distribution networks and commercial film industry.
- Work closely with the summer coordinator to organize a successful summer film series, and ensure they have the resources to implement, market and evaluate this plan.
- Work collaboratively with committee members, campus departments and RSOs to coordinate, publicize, and host special film events.
- Organize a benchmarking trip (typically to Sundance Film Festival) that builds committee skill and knowledge.
- Foster a comfortable, friendly, and open environment for all committee members.
- Create an adequate binder or electronic file of information for the incoming director and/or summer coordinator to understand the intricacies of running the Film Committee. Ensure that all digital materials are stored on the Union's shared drive or committee Google Drive.

Responsibilities to Directorate:

- 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 trainings 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 Film Director transition materials as a mechanism for passing information to the incoming director which 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.~~

Additional Relationships Fostered

- ~~LGBTCC~~ Gender and Sexuality Campus Center
- Multicultural Student Center
- Wisconsin Film Festival
- WUD Film alum
- Entertainment industry professionals
- Communication Arts Department
- Center for Leadership and Involvement

- UW Cinematheque
- Polish Film Festival
- Wisconsin Science Festival
- **Social Cinema**

Term of Office

May – May, with active participation in trainings before term begins Academic Year: 20- 25 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/27/2018



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

Global Connections Committee Director

The Global Connections Committee (GloCo) is dedicated to fostering international friendship, dialogue, and linkages among members of the campus community. Through social education programming, the committee promotes the greater interaction of people from different ethnic and cultural backgrounds and experiences, and exposes students to international issues. Global Connections strives to develop innovative, cultural, and educational programming for the UW-Madison community; in pursuit of this goal the committee organizes many international and multicultural events throughout the year. Social justice is an integral part of event programming as Global Connections aims to mend the cultural divides that exist on campus in order to create global citizens. The committee director works in partnership with the program advisor.

Ongoing Programs include:

Educational Excursions: Designed to expose international and domestic students to Wisconsin and the Midwest. ~~Small local or day trips could include corn mazes and State Parks. Larger trips may include Chistkindl market in Chicago, the Chinese New Year Parade in Chicago, Holidiay Folk Festival in Milwaukee, or Indian Summer in Milwaukee.~~ Trips may include Chinese New Year Parade in Chicago, Public Museum in Milwaukee, or Indian Summer in Milwaukee. A minimum of ~~two~~ one trip should be offered each semester. ~~Of planned trips, at least two should be social justice based (an example would be taking an educational tour of the Ho Chunk Nation or going on a historical tour of Chicago as part of Black History month).~~

Flavors of the World Series: ~~"Flavors of the World"~~ consists of events ~~throughout the year~~ that are focused on the connection between cultures and their food. The events include educational presentations and samples of food. Each of the events should be theme-based on a region, culture, or a specific topic (a social movement, historical events, etc). ~~Examples include focusing programming on refugees from all over the world or revolutionary movements in Latin America.~~ Collaboration with student organizations or students who are informed on that region or culture is strongly encouraged to ensure authenticity for both the information and the cuisine. ~~A minimum of two events per semester is recommended.~~

~~Afternoon Conversation Series: The Afternoon Conversation Series is a weekly coffee hour experience where participants can engage in facilitated, friendly conversations about different topics and themes. Free refreshments are provided while participants enjoy learning about diverse cultures and practicing their conversational skills.~~

~~Interfaith Dialogues: The Interfaith Dialogue series is a multi-part discussion series in collaboration with various religiously affiliated campus organizations. The events occur monthly as small group discussions,~~

~~made up of students and campus members of varying faiths and spiritualities, that focus on subjects and issues that are prevalent throughout all religions. These conversations are meant to be both inclusive and open in an effort to foster friendships between those of different faiths or non faiths, as well as to incite necessary conversation through different viewpoints and opinions.~~

~~Free Art Friday: Collaborate with Wheelhouse Studios to provide a cultural component to their arts and crafts programming.~~

Global Social Justice Series: Events in this series focus on social movements in a specific culture, ~~(outside of the U.S.)~~ especially movements that are not discussed much on campus. ~~Each semester can be based on a certain topic. For example, one semester could be based on women's rights movements an resilience, and each event that semester would explore how different cultures are affected by/responding to the movement.~~ Events are intended to be a combination of a lecture and a workshop. One must find creative ways to involve the audience. ~~Three of these events are required per semester.~~ A minimum of one event per semester is recommended (normally two are held per semester).

Global Festival and Holiday Series: This series aims to bring light to a variety of holidays that are celebrated around the world, and how these holidays are significant in the lives of the people that celebrate them, both on campus and internationally. These programs include a combination of an interactive activity (can be artistic, food-related, etc.) and an educational portion, which should be presented by groups or individuals that celebrate or research these holidays/festivals. **A minimum of two events per semester are recommended.**

Cultural Arts Series: Consists of events that are focused on arts and crafts of a specific culture or region. An educational component is required to make sure students attending the event learn something about a different culture or celebration. Collaboration with student organizations or students who are informed on that region or culture is strongly encouraged to ensure authenticity for both the information and the art/craft. A minimum of one event per semester is recommended (normally two are held per semester).

Major events: Consists on large-sized events put on by the committee that attract a crowd of 200 people or more. Historically successful events have been the annual pumpkin carving in the fall semester, and the annual runaways of the world (fashion show with students) in the spring semester. A minimum of two events per semester are recommended.

Collaborative Events: Consists on collaborating with different student organizations to create different programming on international cultures. Events can be in any form or format, and collaborations must go beyond just financial help (for example, help the student organization in reserving spaces, planning the event, and executing it). A minimum of two events per semester are recommended.

Director Duties:

- Chair weekly Global Connections committee meetings, attend necessary weekly meetings, hold general office hours (typically 10 hours per week) 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.
- Build a sense of community within Global Connections, working to directly involve Global Connections general membership in the planning of committee programs, and attempt to develop a sustained and growing committee membership.

- Work with the committee to establish goals for programming.
- Foster a comfortable, friendly and open environment for all committee members.
- Lead committee members in planning and implementing social education programs, training them on the procedures and policies of the Union and the Global Connections Committee.
- Familiarize yourself with the programming needs of the university community regarding international, cultural, social, and collaborative opportunities.
- Set an example of leadership for committee members and encourage committee members to pursue leadership positions.
- Oversee marketing and branding for the committee and all GloCo sponsored events, fostering relations with the Union's Marketing ~~and Public Relations~~ Department.
- Actively pursue co-sponsorship opportunities and ongoing relationships with a variety of student organizations, as well as other UW-Madison groups and departments.

Responsibilities to Directorate:

- 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 trainings as mandated by the officer team.
- 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.
- Actively communicate with Union officers about needs and goals of committee.
- Create an adequate binder of information for the incoming director to understand the intricacies of running the Global Connections Committee. Ensure that all digital materials are stored on the Union's shared drive.

Additional Relationships Fostered:

- Multicultural Student Organizations
- International Student Services
- Multicultural Student Center (MSC)
- Relevant Academic Departments

Term of Office

- May – May, with active participation in trainings before term begins
- Academic Year: 20 - 25 hours per week.

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy [PL3-14](#))

- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/15/18



Wisconsin Union

Experiences for a lifetime

Music Committee Director

The Music Committee's mission is to learn how to intentionally plan and hold successful live music programming on par with the professional market. The committee books, markets and implements more than 200 free concerts per year in: The Sett, The Terrace, and Der Rathskeller on Friday and Saturday nights, as well as the Play Circle. This includes Behind the Beat and Open Mic Night series. Committee members learn how to plan shows by negotiating with agents, communicating with WUD/Union staff, and organizing sound and special logistics. The Director facilitates the development of necessary skills needed to organize programs. The Director is not required to be in Madison in the summer but is responsible for facilitating the committee decision-making process in booking in fall semester. The Director maintains general oversight of the committee - focusing on larger challenges that exist above day to day committee functioning - and should advocate for its success within the Wisconsin Union, campus and the greater Madison community. This position works in partnership with the program advisor.

Director Duties

- Attend weekly meetings with Music advisor, the leadership team, and have general office hours, typically 10 hours a week.
- Chair the weekly Music committee meetings.
- Select and appoint the Associate Directors and other leadership positions for your term of office.
- Work with and train committee members on all aspects of implementing the shows including: budgeting, corresponding with artists, marketing the events, and volunteering the day of a show.
- Follow policies and procedures of the Wisconsin Union, Directorate, and Music Committee.
- Communicate regularly with and advise associate directors and committee members.
- Facilitate discussions about inclusivity and intentionality in booking shows with committee members and Associate Directors.
- Communicate with bands, agents, and Wisconsin Union staff, including Dining Services and Campus Event Services. Serve as resource to performers, agents, students, and the general public regarding information on programming and the committee.
- Foster relationships with cosponsors, financial and otherwise.
- Ensure fair and democratic voting and booking process in weekly meetings and email votes.
- Pursue dedicated members in committee recruitment who ensure social and cultural diversity in booking

events.

Responsibilities to Directorate

- 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 trainings 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 transition materials as a mechanism for passing information to the incoming director which is relevant to the long-term policies, procedures, and mission of the committee. Ensure that all digital materials are stored on the Union's shared drive.

Additional Relationships Fostered:

- Associated Students of Madison (ASM)
- WUD/Hoofers members and Directors
- Performing Arts Committee and the Wisconsin Union Theater
- WSUM Radio
- Wisconsin Alumni Student Board (WASB)
- Multicultural Student Coalition (MCSC)
- Student and Community Publications
- Dean of Students Office

Term of Office May – May, with active participation in trainings before term begins Academic Year: 25-30 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/27/18



Wisconsin Union

Experiences for a lifetime

Performing Arts Committee Director

The Performing Arts Committee and its Director plan, promote, and present programs in partnership with the Wisconsin Union Theater staff. Specifically, the Performing Arts Committee Director, in partnership with the program advisor, manages the implementation of the current Theater season and oversees the selection process for the following year's Theater season. Programs should be of cultural interest to the UW campus and the community at large. In some cases, the Committee will partner with outside promoters or groups (co-sponsors) to produce season events. In addition, the Director represents the Wisconsin Union and Wisconsin Union Theater to artists, managers, and talent agencies.

Director Duties:

- Chair committee meetings and foster a comfortable, friendly, and open environment for all committee members.
- Hold general office hours (typically 10 hours a week) and be responsive to communication from committee members, the advisor, and artists/managers.
- Appoint Associate Directors for the term of office and train them to advance and manage events.
- Establish regular meetings with Associate Directors to ensure that all programs and advancing responsibilities (hospitality, etc.) are successfully implemented.
- Step into advancing and managing roles if Associate Directors are unable.
- Work with advisor **and other Union Theater staff** to become familiar with contracts, booking, budgeting, and general theater operations.
- Establish programmatic goals with committee members and implement them in programming the Theater season
- Solicit ideas, input, and opinions from both the committee and external sources (co-sponsors, University departments, etc.) to inform programming pursuits and decisions.
- Work with **the Union and Theater** Marketing and Communications teams to promote the current season and develop initiatives to increase student awareness of and attendance at season events.
- Write and submit grant requests if requesting funding from an outside organization such as Wisconsin Union Directorate, ASM, or the Wisconsin Union Association

- Actively pursue all forms of diversity and integrity for the Theater season and committee and uphold the goals of the WUT, Wisconsin Union Directorate, and the Wisconsin Union.
- Attend select Theater Staff meetings.
- Attend and actively participate in the World Music Festival, Isthmus Jazz Fest, Concert Series Advisory, and Marcia Légere Play Festival Committee meetings.
- Serve in a leadership role for the Concert Series Advisory Committee
- Ensure Season provides wide breadth of inclusive programming to reach Union members, students, and campus/community
- Support student organizations in WUT spaces and encourage them to gain arts business skills through the process
- Attend majority Season events to connect with patrons and PAC members leading the show

Responsibilities to Directorate:

- 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 trainings as mandated by the officer team.
- 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.
- Actively communicate with Union officers about needs and goals of committee.
- Create a binder or electronic file of information for the incoming director to understand the intricacies of running the Performing Arts Committee. Ensure that all digital materials are stored on the Union's share drive.

Additional Relationships fostered:

- ASM Leadership
- Chancellor, Provost
- Various RSOs
- International Studies Department
- UW Dance, Music, and Theater Departments
- Other Departments related to Season Events

Term of Office May – May, with active participation in trainings before term begins Academic Year: 20-25 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each

semester (Benefits Policy PL3-14)

- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/20/2018



Wisconsin Union

Experiences for a lifetime

Publications Committee Director

The WUD Publications Committee celebrates media and the creative work of students in several ways. ~~Publications~~We produce ~~seven~~nix publications: ~~Moda~~, ~~Emmie~~, ~~Souvenirs~~, ~~The Dish~~, ~~Illumination~~, and ~~Sifting & Winnowing~~~~JUST~~, ~~Moda~~, ~~Sifting and Winnowing~~, ~~Souvenirs~~ and ~~The Dish~~, each of which publishes two print issues p/year in addition to their online magazines, which are updated weekly. ~~which publish both online and in print~~. The committee hosts a wide variety of engaging events each year, with the ultimate goal of enhancing students' and other community members' experience on campus. Each year's calendar ~~is based on the desires of committee members and can~~ includes poetry and book readings, art exhibits, workshops, speakers, and themed balls, ~~and similar events~~. Traditional programs include ~~the Yule Ball~~-a themed, dance-party (~~from Harry Potters~~such as Harry Potter's Yule Ball or The Totally 80's Party) ~~induring~~ fall and Lit Fest (a week-long literary festival) in the spring. ~~Ultimately~~, ~~In short~~, Publications provides the UW-Madison community with an opportunity to learn the many facets of working in the media industry (writing, editing, photographing, videographing, radio hosting, managing, critiquing, layout, web developing, marketing/advertising, and finances).

Descriptions of the ~~Subcommittees~~ Publications:

- ~~Moda~~: Fashion and lifestyle magazine. ~~Moda~~ covers fashion and lifestyle locally, nationally, and internationally in addition to coordinating UW Fashion Week every spring.
- ~~Emmie~~: ~~UW-Madison's M~~Music ~~M~~magazine. ~~Emmie publishes print publications in the fall and spring, and publishes content online continuously~~. ~~Emmie~~ reviews new albums and shows, as well as interviews talented artists at a local and national level-. Additionally, ~~Emmie~~ runs a weekly radio show with WSUM.
- ~~Souvenirs~~: Travel magazine. ~~Souvenirs~~ accepts submissions of prose, poetry, and photography from students who have lived or traveled abroad. The staff reviews and publishes the collection of works, in addition to hosting a yearly art gallery with photography submissions.
- ~~The Dish~~: Food and dining culture magazine. ~~The Dish~~ strives to produce in- depth content such as recipes, restaurant reviews and food safety articles inspired by Madison's incredible food culture.
- ~~Illumination~~: UW-Madison's ~~Undergraduate Journal of the Humanities that prints issues in the fall and spring~~, premiere litmag. ~~Illumination~~ features the best in undergraduate poetry, stories, essays, and art pieces. The staff reviews ~~and copy~~-, edits and publishes submissions from across

~~campus and put it together in a print journal twice a year, showcasing UW Madison's finest Humanities talent~~ in addition to hosting an art gallery every semester, and several pop up poetry events. Illumination has been awarded the Associated College Press' Pacemaker Award three years in a row, cementing itself as one of the best student-led publications at a national level.

- ~~Sifting and Winnowing: The Undergraduate Journal of Political Science, Public Policy and Law. In addition to reviewing, editing and publishing the leading social science research on campus, Sifting & Winnowing organizes a yearly Public Policy Conference, gathering the leading students and faculty at a national level to discuss political developments.~~

~~JUST: The Journal of Undergraduate Science and Technology is a bi-annual research journal.~~

~~Moda: UW Madison's Fashion and Lifestyle Magazine that publishes new content to our online magazine daily and strive to produce spring and fall print issues, and additionally publishes monthly online issues. Moda covers fashion and lifestyle locally, nationally, and internationally. Moda also coordinates UW Fashion Week every spring, which culminates in a finale Fashion Show.~~

~~Sifting and Winnowing is the undergraduate journal of political science, public policy and law at the University of Wisconsin-Madison.~~

~~Souvenirs: A Collection of International Experiences. Souvenirs accepts submissions of prose, poetry, and photography from people who have lived or visited abroad. The staff reviews and publishes the collection in two issues per year.~~

~~The Dish: UW Madison's Food and Dining Culture Magazine that strives to produce in-depth and knowledgeable content, inspired by our city's incredible food culture.~~

Director Duties:

- ~~Head the selection process of~~ Select Editors-in-Chief for each publication and any additional Associate Director positions ~~(constituting the Publications executive board).~~
- Attend weekly meetings with the Publications' Advisor.
- Provide support and guidance to Editors in Chief.
- Hold weekly office hours, typically 10 hours a week.
- Plan and facilitate weekly ~~Publications Exec~~ meetings ~~and administrative meetings with~~ Editors-in-Chief and Associate Directors.
- Work with executive board to determine effective magazine and budget distribution.
- ~~Work to b~~Build unity and effectiveness/cohesiveness among diverse WUD Publications' Editors and leaders in learning well and creating outstanding publications. Publications Committee staff.
- Attend weekly meetings with Publications advisor.
- ~~Have general office hours to make Director available as a resource to committee members.~~
- Facilitate the creation of committee-wide goals for the year. Assist the executive board with creating and achieving goals and assist in supporting various publication goals.
- Encourage innovative ideas for programming and committee operations.
- Work with executive board to determine effective distribution strategies.
- Support an effective, professional, enjoyable relationships with Wisconsin Union Marketing and Graphics, UW Communications, and any other service provider.
- Seek adequate funding for all publications and projects through the budget allocation process and other campus and community partners.

- ~~Do or delegate the following, providing support and guidance as necessary:~~
 - ~~Maintain a healthy online presence for Publications and provide help as needed for the publications' websites and social media.~~
 - ~~Keep stocked the Publications racks at Union South and Memorial Union.~~
 - Maintain Little Free Library, ensuring it is properly displayed and stocked
 - ~~With the advisor, plan and track financials, following the Union Council budget process.~~
 - Help Ccreate a variety of events to ~~empower upcoming committee members~~ raise committee awareness.
 - Provide ~~extensive~~ professional development opportunities for ~~WUD~~committee members. ~~Publications staff and affiliated groups, such as speakers, workshops, networking events, benchmarking trips, attending conferences, etc.~~
 - ~~Research and apply for grants to supplement WUD funding, and support the~~
 - Support the various publications in seeking publication ad revenue.
 - Maintain clear processes for new publications being formed and ~~being~~ dissolved.
 - ~~Manage the Publications article submissions form, which allows all students to contribute work to be published in the committee's various publications.~~

Responsibilities to Directorate:

- Participate in weekly Directorate meetings, ~~using officers and fellow directors as resources.~~ ~~Perform action items as required.~~
- Serve on a Union Council ~~subcommittee~~ Advisory Board.
- Participate in the annual WUD Fall Retreat ~~(3 days in mid-August)~~, help facilitate AD training, ~~and participate in additional leadership trainings as mandated by the officer team~~, and organize PubCom staff training.
- Actively communicate with Union officers about the needs and goals of the 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 Publications Director Transition materials as a mechanism for passing information to the incoming director which 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.~~

Additional Relationships Fostered:

- ~~–The Wisconsin Center for Humanities~~
- ~~–Local Businesses~~
- ~~–L&S Deans and Chairs~~
- ~~–The Provost's Office~~
- ~~–The Chancellor's Office~~
- ~~–The University of Wisconsin Foundation~~
- ~~–UW Press~~
- ~~–The University Club~~

- ~~Madison Writers' Studio~~

Term of Office

May – May, with active participation in trainings before term begins

Academic Year: 20-25 hours per week

Remuneration

· Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14).

· \$50/month - Wiscard Amount (8 months)

· Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 12/14/18



Wisconsin Union

Experiences for a lifetime

Society and Politics Committee Director

The WUD Society and Politics Committee develops and implements informative programs that address contemporary issues and stimulate political and social discussions within the university community. This may be achieved through a variety of program formats including but not limited to lectures, debates, panels, forums, and discussion groups. The committee focuses on current political and social issues that have a campus, local, domestic, and/or international impact. Past programs have included political debates, candidate appearances, panel discussions, series ~~programing-programming~~, and film screenings. The committee director works in partnership with the program advisor.

Director Duties:

- Chair weekly Society and Politics committee meetings, attend necessary weekly meetings, hold general office hours (typically 10 per week) and participate in cooperative WUD projects and activities.
- Recruit, select, and train Associate Directors.
- Meet with Associate Directors on a weekly basis.
- Work with the committee to establish goals for programming.
- Coordinate close collaborations with ~~multiple departments—other~~ WUD committees, student organizations, and community organizations in order to put together well-~~intentioned~~-rounded and diverse programs regarding social and political current events and issues.
- Foster a comfortable, friendly and open environment for all committee members.
- Work to develop committee members in areas of programming and marketing, in addition to building committee cohesiveness and unity.
- Promote community on campus through student engagement across multiple mediums.
- Implement the Weisberg Forum and Wilke lecture series. Keep donors abreast of committee activities.
- Actively recruit committee members for specific programs/content areas.
- Foster growth and development of committee members, which includes planning regular leadership trainings and other special opportunities for the committee to grow and develop as a whole.
- Develop and coordinate promotion plans for the committee and its events, working with the Union's marketing department.

Responsibilities to Directorate:

- 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.
- 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.
- Actively communicate with Union officers about the needs and goals of the committee.
- Create an adequate binder or digital file of information for the incoming director to understand the intricacies of running the Society & Politics Committee. Ensure that all digital materials are stored on the Union's shared drive.

Additional Relationships Fostered:

- Associated Students of Madison
- Multicultural Student Center
- UW Academic Departments
- Campus Multicultural / International Organizations
- Campus Political Organizations (Dems, GOP, Greens, Election Research Center etc.)
- Student Organization Office
- Community Activist Groups

Term of Office

May – May, with active participation in training before the term begins. Academic Year: 20- 25 hours per week

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, distributed at the beginning of each semester (Benefits Policy PL3-14).
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership

See Policy PL3-4 for Expectations of Wisconsin Union Directorate committee directors

Last updated: 11/14/18

Wisconsin Union Policy PL3-3 Responsibilities and Expectations of WUD Officers

Wisconsin Union Officer positions include:

- President of the Wisconsin Union
- Vice President of External Relations for the Wisconsin Union
- Vice President of Internal Relations for the Wisconsin Union

Officers of The Wisconsin Union are expected to:

- Represent the Wisconsin Union, Wisconsin Union Directorate and Union Council (to other Union departments and to members of the campus community) to provide better understanding and awareness of the Union, its philosophy and its services.
- Guide and set directions for Directorate through developing a process for formulating WUD goals and strategies and monitoring the achievement thereof.
- Maintain frequent interaction and communication with Union staff, directors and committee and club members.
- Provide support for and accountability among other officers, committee directors, associate directors and committee and club members (resource, liaison and morale).
- Participate in the spring, summer, and fall in-service trainings, plan and implement such trainings whenever applicable.
- Foster communication and cooperation amongst WUD committees and Hoofer clubs.
- Develop and maintain connections with other campus organizations.
- Insure and promote fiscal responsibility.
- Actively pursue all forms of diversity and integrity within WUD programs, committees and clubs
- Supervise and guide the planning, coordination and evaluation of Directorate programs including the summer programs.
- Uphold the Wisconsin Union Constitution and actively participate in the review and implementation of Wisconsin Union policy.
- Serve as a Trustee in the Wisconsin Union Association (WUA).
- Participate in the selection of the Directors and Summer Coordinators.
- Maintain regular office hours.
- Meet regularly with advisors.
- Participate in the annual review of WUD's organizational structure, including the review of position descriptions.
- Participate in the development of the incoming WUD program budget.
- Orient incoming officers to positions, helping to explain the role and position duties and ensuring updated transition materials are stored and available on the Union's share drive.
- Attend Directorate and Directorate Executive Committee; Union Council, Union Council Executive and Union Council Subcommittee(s); and any appropriate staff meetings.
- Foster and utilize a committee whenever applicable.

Last Date of Review:

Next Required Review Date:

Page 1 of 2



Wisconsin Union Policy PL3-3 Responsibilities and Expectations of WUD Officers

Commitment

- A major time commitment of approximately 25-hours per week during the academic year is expected with the need for a flexible schedule.
- Approximately 10-hours per week during the spring semester directly following selection is expected for guiding and setting directions for the incoming Directorate.
- Officers are expected to fulfill their responsibilities over the summer and to be available as needed. At minimum, Officers are required to return to campus and hold office hours, 10 hours weekly, beginning August 1.
- Outgoing officers are expected to assist in the training of incoming officers. This includes, but is not limited to, hosting at least one joint Outgoing/Incoming Officer meeting and at least three 1-on-1 training sessions with the successor in your position.

Compensation

- See Policy 3-14 Benefits Policy for Officers, Directors, Associate Directors, and Summer Program Coordinators. Other benefits include, a complimentary ticket to some Union Theater events, and Wisconsin Union Life Membership. Opportunities for academic credit, fieldwork experience and internships may be discussed. Various opportunities to attend conferences will also arise throughout the experience.

Selection Criteria

- In accordance with Union Council Policy PL3-9 Selection Criteria for WUD Leadership Positions (former 7.4)

Scholastic requirements

- In accordance with Union Council Policy PL3-10 Scholastic Requirements for Officers and Chairs (former 7.5)

Additional background:

PL3-3 Purpose and Expectations, Roles and Purposes (former Policy 7.1.1), Formerly SE3-3

Date(s) of Action: February 13, 2003, May 14, 2014, December 12, 2016.

Last Date of Review:

Next Required Review Date:

Page 2 of 2



Wisconsin Union Policy PL3-4

Responsibilities and Expectations of WUD Directors

All Wisconsin Union Directorate committee directors, which includes the Hooper Council President, are expected to fulfill the following list of responsibilities and expectations. This is in addition to the specific committee position description. Members of Directorate must be UW-Madison students and are accountable to Union Council, as exercised by the officers.

Expectations

- **Time Commitment:** Each Director position requires a major time commitment of at least 20 hours per week with a need for a flexible schedule.
- **Stipend:** Directors currently receive a stipend as per policy 3-14, to be distributed over the year, plus a Wiscard Campus Cash account (distributed monthly, for 8 months of the term). Other benefits include and a Wisconsin Union life membership. Opportunities for academic credit, fieldwork experience and internships are also possible.
- **Training:** Directors are required to participate in the spring and fall retreats and other leadership trainings as scheduled.
- **Union Representation:** Directors participate in the Wisconsin Union Directorate and represent the Wisconsin Union Directorate to other Union departments and across campus to provide a better understanding and awareness of the Union's philosophy and services. Directors must serve on at least one Union Council committee and are encouraged to serve on Union and/or University committee(s).
- **Communication with Officers:** Each director is expected to keep the Vice Presidents informed of committee/club functions, including member and volunteer numbers, event attendance, budget expenditures and future program ideas.
- **Goals & Strategies for Programming:** Each Director participates in the development of overall Directorate goals and in the development of committee strategies, which are developed with the assistance of the committee and the staff advisor.
- **Diversity:** Each director is expected to actively pursue cultural diversity and integrity within Wisconsin Union Directorate, in coordinator/committee recruitment, and in programs to meet the needs of the student body and the campus community.

Responsibilities to Directorate

The wide range of responsibilities in relation to Directorate include program and committee related duties, among them are the following:

- Represent your committee(s) and take partial responsibility for the "total" Wisconsin Union program, as well as the decision making regarding program direction, WUD visibility, budget, policy and procedural concerns.
- Serve as a resource and contact person for your committee.
- As a member of Directorate, work to guide those interested in other WUD activities as well as your committee's activities. Actively promote all WUD entities and the Union, including at student fairs and other recruitment opportunities.
- Maintain regular weekly office hours during business hours.

Last Date of Review:

Next Required Review Date:

Page 1 of 4



Wisconsin Union Policy PL3-4 Responsibilities and Expectations of WUD Directors

- Meet weekly with the staff advisor.
- Attend weekly Directorate meetings and special meetings when called.
- Attend Directorate Executive meetings as needed.
- Attend the Union Council committee meetings to which you are appointed. Encourage your committee and club members to represent Directorate and participate on the various Union committees.
- Communicate regularly with WUD directors, learning from each other.
- Encourage an exchange of resources and program ideas among all committees.
- Take responsibility for all administrative aspects of the program including budgets, financial management and updating the filing system as well as the Committee Training & Program Manual.
- Review the committee position description (s) and participate in evaluations of the overall Directorate structure as needed.
- Continue development and review of transition materials as a mechanism for passing information to the incoming director which 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.
- Participate in the training and education of succeeding Directors regarding the responsibilities of their position.

Responsibilities for Committee Management

The Director is involved in all aspects of committee management including creation of leadership roles and the selection process of coordinators and Associate Directors.

- Recruit and actively seek out new members, and work on retention strategies; reward committee members consistently.
- Recruit, select, and train Associate Directors for your term of office.
- Develop and maintain an effective working relationship with committee, coordinators, associate directors and advisor(s), meet regularly to develop long-range plans and assess committee needs.
- Coordinate and run regular committee meetings, ensuring a fair and democratic voting/booking process.
- Energize and empower committee members to ensure successful and innovative programming.
- Establish a working atmosphere that evaluates and keeps members accountable for commitments.

Last Date of Review:

Next Required Review Date:

Page 2 of 4

Wisconsin Union Policy PL3-4
Responsibilities and Expectations of WUD Directors

Responsibilities for Programming

- Create new and/or maintain past opportunities and programs.
- Provide overall direction for the development and content of the total program; plan on a long-range basis, quarterly or by semester.
- Participate in the planning of the summer program when appropriate, completing all program plans for summer leaving only the implementation and evaluation to the summer coordinator.
- Be accessible to performers and serve as a resource for persons seeking information on scheduling performers or planning other social events.
- Work with other WUD Directors and Committees to provide programming consistent with the goals, strategies, and philosophies of the organization.
- Evaluate each program individually and in relation to WUD goals and committee strategies. Submit evaluations to Officers on a timely basis.
- Develop an annual budget and implement the budget according to WUD procedures and guidelines.
- Take the ultimate responsibility for program specifics: publicity, reservations and set-up, food service and communicate with the Union units involved with these areas.
- Maintain file on all events/programs. Include evaluations, press releases, publicity, graphics, contracts, contact information, participant status and information, etc. and continually update available resources.
- Implement promotional plans for committee programs: help design, produce, and distribute brochures and flyers, as well as maintain the marketing boards with Memorial Union, Union South, and the kiosk space around the Unions, or delegate someone to work through promotional aspects.
- Maintain ongoing communication with the Union Marketing Department, and establish other PR relationships, for example with the local media to insure programs are covered/reviewed/listed, working with the Communications Director whenever applicable.
- Strive to provide programs in both Union buildings.
- Actively pursue opportunities for late night programs.
- Support the Union's anniversary initiatives.
- Provide up-to-date information and insure committee website is updated regularly.
- Network with fundraising organizations, research and write grants as desired.
- Develop and maintain relations with pertinent and interested University departments and individuals, student groups and local organizations; seek out campus group representatives who may co-sponsor programs with Directorate. Maintain relations with cultural groups and organizations.

Last Date of Review:

Next Required Review Date:

Page 3 of 4



Wisconsin Union Policy PL3-4
Responsibilities and Expectations of WUD Directors

Committee Director Positions include:

1. Alternative Breaks
2. Art
3. Cuisine
4. Distinguished Lecture Series
5. Film
6. Global Connections
7. Hooper Council President
8. Music
9. Performing Arts
10. Publications
11. Society and Politics

Additional background:

Former Policy 7.1.2; Formerly SE3-4

Date(s) of Action:

February 13, 2003; December 10, 2003, May 14, 2014; December 12, 2016;

Last Date of Review:

Page 4 of 4

Next Required Review Date:

Wisconsin Union
Income Statement Snapshot
Year to Date
As of October 31, 2018

FINAL
11/22/18

	CURRENT BUDGET	CURRENT ACTUAL	BUDGET VARIANCE	PRIOR ACTUAL	
<u>REVENUE</u>					
OPERATIONS & PROGRAMS					
RETAIL DINING	\$8,604,364	\$8,210,936	(\$393,428)	\$7,712,503	Restaurants and Markets & Cafes
CATERING	2,735,040	2,998,214	263,174	2,158,849	MU/US and Grainger Catering, plus Conference Centers
FACILITY RENTALS & FEES	1,444,170	1,426,154	(18,016)	1,227,925	US Hotel/MU Guestrooms, AV rentals, campus vending, Facility fees,...
PROGRAMS	699,477	877,878	178,401	770,790	Theater Operations/Season, Minicourses, Alt Breaks, Hoofers...
SUBTOTAL OPS&PROG	13,483,051	13,513,182	30,131	11,870,067	
SEG FEES - WU	3,700,740	3,700,740		3,537,780	
SEG FEES - UBP	2,523,086	2,523,084	(2)	2,472,204	
PARTNERSHIP/WISCARD RE	255,429	277,182	21,753	309,603	Wiscard partnership fees, ATM commissions, Housing Wiscard web transaction fee reimbursement,...
CAMPUS/OTHER REIMBURS	328,506	302,208	(26,298)	217,557	Campus Photo ID Office/CESO support, student theater ticket subsidy supp, offsetting cost reimbursements, ...
MEMBERSHIP & MISC	113,850	227,732	113,882	87,461	Membership, interest income, miscellaneous gifts/contributions, ...
<u>TOTAL REVENUE</u>	<u>20,404,662</u>	<u>20,544,128</u>	<u>139,466</u>	<u>18,494,672</u>	
<u>EXPENSES</u>					
COST OF GOODS SOLD	4,553,330	4,384,416	(168,914)	4,146,756	Food costs, products and costs associated with generating revenue by the units
DIRECT OP EXPENSES	5,449,408	5,023,801	(425,607)	4,709,248	Salaries/wages/fringes, general expenses for the revenue units, Hoofers expenses, Minicourses,...
SUPPORT SERVICES	1,856,866	1,720,296	(136,570)	1,738,956	
FACILITIES	2,647,383	2,618,939	(28,444)	2,549,106	
PROGRAMS & LEADERSHIP	613,032	698,520	85,488	594,385	Includes cost of WUD no fee or admission cost programming expenses
DEPRECIATION/BUILDINGS	77,900	42,778	(35,122)	39,067	
MAJOR REPRS/BLDGS & EQ	797,420	553,537	(243,883)	1,192,122	Includes UBP commitment
UTILITIES/TAXES/INS/TELEF	278,812	282,070	3,258	244,098	
STATE/UW ASSESSMENTS	706,450	664,076	(42,374)	631,020	
INTEREST EXPENSE/BONDS	2,309,908	2,369,226	59,318	2,321,326	
OTHER & OFFSETTING EXP	295,468	292,969	(2,499)	213,504	Wiscard credit card fees, UBP project swf, cashier testing services...
<u>TOTAL EXPENSE</u>	<u>19,585,977</u>	<u>18,650,628</u>	<u>(935,349)</u>	<u>18,379,588</u>	
<u>NET INCOME(LOSS)</u>	<u>818,685</u>	<u>1,893,500</u>	<u>1,074,815</u>	<u>115,084</u>	