



Vice President – Resources and Operations

Of the Wisconsin Union

Overview

- This is an extracurricular student leadership role with the Wisconsin Union Directorate (WUD) programming board, designed as a hands-on learning experience.
- Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process. Upon selection, WUD Leaders will commit to committee process and programming efforts that continually address the inequalities our campus, country, and global communities face due to racial, environmental, societal, and other types of discrimination.
- Given the significant time commitment of WUD Officer positions (20 – 25 hours, weekly), a stipend is provided to increase the likelihood these student leadership positions are accessible to all students. An academic stipend provides 80% of yearly in-state tuition based on the prior year and will be distributed at the beginning of each semester. The stipend amount is based on in-state tuition, regardless of your own student status of in-state or out-of-state. Additionally, \$50/month is provided on the student's Wiscard for 8 months in gratitude for each student's service. Students also receive a Lifetime Union Membership upon completion of their terms.
- Officer Positions run May – May yearly. Officers are required to return to campus and hold office hours, typically 10 hours weekly, beginning August 1 and expected to participate in the mandatory, three-day training in August.

Overview of Vice President – Resource and operations Role

The Vice President of Resource and Operations is responsible for overseeing the financial matters, organizational resources, quality, variety and balance of over one-thousand annual student-directed programs sponsored by Wisconsin Union Directorate (WUD) which is comprised of Officers, Directors/Hooper President, Summer Coordinators, Associate Directors and committee members. This includes, but is not limited to, coordinating the annual budget process, maintaining this process throughout the year, and both pursuing and administering additional funding sources. This position works in partnership with the Director of Student Programs and Events.. Along with the other Officers, this position serves as a liaison between Directorate and the rest of the Wisconsin Union and serves on Union Council, the governing board of the Wisconsin Union.

Vice President General Responsibilities

- This position works closely with a program advisor and connects with Wisconsin Union staff and fellow students for ongoing support and development.
- Coordinate oversight of Directorate's annual budget by establishing an event/spending approval process with directors and advisers.
- Communicate available financial resources to Directors and administer Directorate grants.
- Promote stewardship of WUD-related gift funds.
- Serve as a resource for travel requests and conference funding.
- Co-Coordinate the overall process to establish the WUD budget for the following year.
- Manage shared grant applications with other campus areas, as needed.
- Build and maintain relationships between various campus entities and the Union and between WUA and Directorate.
- Oversee the Late-Night Grant process by establishing an approval process, administering funds, and promoting the grant in collaboration with the Vice President of External Relations.
- Develop and maintain inventory and renewal process for WUD equipment.

Vice President-Resource and Operations WUD Responsibilities

- Attend weekly Directorate Committee meetings and programs on an ongoing basis.
- Establish and maintain an attendance tracking system across all WUD programming.
- Establish and maintain a programming evaluation process for WUD Committees to utilize.
- Meet weekly with the WUD Exec team to establish goals for the upcoming week.
- Work with Program Staff to plan WUD Fall Retreat and Lead training sessions at WUD Fall Retreat and WUD Winter Retreat"
- Participate in the annual selection of Wisconsin Union Directorate's student committee directors.
- Facilitate and provide guidance for the annual selection of Wisconsin Union Directorate's student committee associate directors.
- Actively pursue all forms of diversity and integrity within Directorate programs and committees.
- Meet regularly with Directorate members to discuss programming, budgetary, and resource concerns.
- Participate in spring, summer and fall training sessions. Plan and implement such training sessions when applicable.
- Participate in planning for the 100th anniversary of Memorial Union to be celebrated October 2027 - October 2028.
- Participate in the annual WUD goal process, as developed by the Union President.
- Actively participate in strategic planning with the Officer team to meet the objectives of the Antaramian Recruitment and Involvement Fund.

Vice President – Resource and Operations Union Council Responsibilities

- Coordinate and chair a Union Council advisory board.
- Serve on the Union Council Executive Committee.
- Chair Union Council and Union 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.
- Maintain a positive working relationship between Union Council and the Student Services Finance Committee (SSFC), a committee within the Associated Students of Madison (ASM). Includes but not limited to meeting regularly with the SSFC Chair of ASM, attending SSFC meetings, and inviting SSFC members to the Union Council.

Last Updated: December 2025

