



Vice President - Internal Relations

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 – Internal Relations Role

The Vice President of Internal Relations is responsible for overseeing the communication and development within the Wisconsin Union Directorate, which is composed of Officers, Directors/Hoover Council President, Club Presidents, Summer Coordinators, Associate Directors, and committee/club members. Duties include planning the Associate Directorate/Student Leader retreat in early fall, coordinating retreats in January for WUD leadership and both on-going and one-time training opportunities for WUD. Additionally, this position coordinates the selection process for all Directorate leadership positions. This position works in partnership with the Director of Student Programs and Events. 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 the Union Council, the governing board of the Wisconsin Union.

Vice President General Responsibilities

- Formulate one-time and on-going Directorate training, as needed.
- Develop training resources, including on-line sources, to improve committee functioning and program planning.
- Implement a mid-year evaluation process for Officers, Directors, Associate Director and Advisors.
- Develop and implement a recognition plan for committee leadership and members.
- Collaborate with campus leadership programs to develop and support an on-going leadership opportunity for students.
- Create a robust student leadership development initiative for Associate Directors which includes focused leadership development content delivered monthly throughout the fall and spring via in-person and virtual meetings and events or shared resources.
- 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.
- Coordinate WUD-wide and directorate social events.
- Pursue on-going engagement opportunities with the Wisconsin Union Association via its Student Engagement Committee.

Vice President-Internal WUD Responsibilities

- This position works closely with a program advisor and connects with Wisconsin Union staff and fellow students for ongoing support and development.
- Work with Program Staff to develop the WUD Fall Retreat and spring and fall training opportunities. Attend and implement such events when applicable.
- Participate in the annual WUD goal process, as developed by the Union President.
- Provides general oversight of the WUD budget as a member of the WUD executive team.
- Meet regularly with Directorate members to discuss programming, issues and concerns.
- Actively pursue all forms of diversity and integrity within Directorate programs and committees.
- Promote the leadership development and provide recognition of Associate Directors and committee members.
- Chair Directorate and Directorate Executive meetings in absence of the President.
- 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 Officer Team to meet the objectives of the Antaramian Recruitment and Involvement Fund.
- Participate in planning for the 100th anniversary of Memorial Union to be celebrated October 2027 - October 2028.
 - Continue refining Officer Transition materials as a mechanism for passing information to the incoming vice president. Ensure that all digital materials are stored on the Union's shared drive.
 - Develop and oversee committee director transition materials.

Vice President – External Relations 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 WI 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.

Last Updated: December 2025