



University Union Board Application 2016-2017

Deadline for applications is **April 1, 2016** at 4 pm

Please turn in application materials to the

Office of Student Activities located in the University Union.

Please sign up for an interview time when you submit your application.

If you are unavailable during these times, please contact Raven Jackson and George Theotokatos at RR-Jackson2@wiu.edu, and GN-Theotokatos@wiu.edu respectively for an interview time.

Interested in joining the University Union Board?

University Union Board is seeking **experienced and emerging** student leaders on campus to help organize and plan their upcoming academic year's events. UUB not only allows students to have a say on which events come to campus but gives them a first-hand experience in planning exciting and memorable events for Western Illinois University. UUB also helps students develop both personally and professionally. Activities Board members partake in every aspect of the organization including brainstorming ideas, calling agents, booking artists, entertainers, and vendors, communicating with university officials, securing venues, overseeing committees, and running the events the day of.

Interested in joining the University Union Board Executive Board?

University Union Board is seeking emerging student leaders on campus to become a part of their Executive Board. By becoming an Executive Board member of UUB, you will develop your leadership style and capacity, communication skills, and relationships with other student leaders, university staff, and administration. You will have a unique opportunity to contribute to the intellectual, social, and professional lives of students. Each Executive member of UUB is held to a high standard of performance and behavior by the Office of Student Activities as they implement their own legacy and help in the continuation of UUB.

General Position Requirements

- Maintain a minimum 2.5 cumulative GPA or higher
- Attend 3 Lead Series presentations each semester
- Attend weekly Activities Board meetings on Mondays at 7pm in the Algonquin Room.
- Hold five office hours in the UUB office based on own schedule. (Can also be used as tabling hours)
- Meet weekly with designated graduate advisor
- Attend all mandatory UUB events (First Night Fun, Family Day, Fall and Spring semester retreats)

Qualities that we look for in Board Members:

- | | | | | |
|---------------|-------------------|--------------------|-----------------|---------------|
| *Responsible | *Organized | *Positive Attitude | *Reliable | *Creative |
| *Communicator | *Flexible | *Respectful | *Self-Motivated | *Friendly |
| *Team Players | *Student Centered | *Willing to Learn | *Follow Through | *Like to Have |

What can UUB do for you?

- | | |
|-------------------------|------------------------------------|
| *Great Resume Builder | *Leadership Experience |
| *Meet Celebrities! | *Network with University Officials |
| *Build Lifelong Friends | *Attend Conferences |

Plus much more!

University Union Board Position Descriptions

Executive Board Position

President

Lead all UUB weekly meetings, be the spokesperson on behalf of UUB, oversee weekly functions of the board, serve on various committees in representation of UUB, serve as block booker at NACA conferences, grant absence to members of the board, and follow through with disciplinary action when needed.

Communications

Responsible for contacting new members and handling interest from, responsible for leading recruitment for all chairs including Activities Fairs and other events on campus, and work on professional development for board members with advisors. Manage all the UUB social media accounts, submit promotional and spotlight requests from Web services and the Courier, in charge of searching for new and exciting UUB swag, and serve as the head of the UUB Street Team, a committee of 3-5 students who actively promote UUB's event via chalking, classroom speaking, etc.

Treasurer

Keep an up to date record of UUB committee and executive board expenditures, report financial status to UUB at board meetings, coordinate fund allocations requests for presentation to the Council on Student Activities Fees, and attend all events where cash handling is required.

Secretary

Responsible for minutes and agendas, conducting and recording all event assessment and evaluation documents (Constitution, forms, attendance tracking, etc.), and creation of annual event binder.

Activities Board Position

- Provide a variety of both large and small group entertainment including, but not limited to musical acts, comedians, slam poets, and education and motivational speaker events.
- Provide the showing of movies to the campus at various locations (Sandburg Theatre, Currens Field, and the Multicultural Center) throughout the year. These movies may be new releases or classic favorites.
- Provide activities, which are categorized as novelty and variety. Such events may include, but are not limited to seasonal activities, magicians, and interactive acts i.e. (laser tag, bingo, paintball, and/or carnival rides).
- To provide any non-Homecoming WIU tradition program. This position serves a lead contact for perspective collaborations with other organizations. Such events may include but are not limited to First Night Fun, Family Day, Mom's Weekend, Dad's Weekend, Sib's Weekend, Open Mic Nights, and Dance Marathon. This chair will also serve as a Homecoming Liaison between the Homecoming Committee and the Activities Board.
- *The students serving on the activities board positions will have the opportunity to work within sub-coalitions in UUB that focus on specific elements of programming, including but not limited to:*
 - *External Collaborations*
 - *Issues and Education*
 - *Entertainment and Live Performance*
 - *Interactive and Participatory Events*

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Name: _____ Student ID Number: _____

Email Address: _____ Phone Number: _____

School Address: _____

Year in School: _____ Expected Graduation Date: _____

Major/Minor: _____ *Cumulative GPA: _____

***Please note there is a minimum GPA of a 2.5 requirement for all members.**

Please rank your preferences for UUB positions (1 being your top choice):

_____ **President**

_____ **Communications**

_____ **Treasurer**

_____ **Secretary**

_____ **Activities Board (6-9 positions available)**

I authorize the University Union Board to verify my grade point average prior to interviews. I understand that in order to be eligible position within UUB, I must have and maintain a minimum cumulative G.P.A of a 2.5 or higher.

Signature: _____ Date: _____

Please answer the following questions as thoroughly as possible and staple to your application.

- **How do you define leadership?**
- **What do you see as the purpose of programming on a college campus?**
- **What are your strengths and how do you see those relating to the UUB positions you've applied for?**
- **Please describe why you are interested in UUB and what makes you passionate about serving your fellow students?**
- ***Please attach a resume and a list of all other time commitments for the 2016-17 academic year.***