University Union Board
2014-2015 Executive Board Application
“Student Run...Student Fun”

**UUB Mission:** The University Union Board serves as the primary programming board of Western Illinois University. UUB plans and provides social, cultural, recreational, and educational activities, which are sensitive to the needs of the entire campus and surrounding community, with an emphasis on the student body.

**Application and Interview Information**

Applications are due in the Office of Student Activities by **Friday, February 14, 2012**

Interviews will be held on the following week. You can will be contacted through e-mail to set up an interview time. Interviews will last approximately 10-15 minutes. If you have any questions, please feel free to call the University Union Board Office at 298-3286 or e-mail miuub@wiu.edu.

**Application Requirements:**
In order to be eligible for the elected position within UUB, you must:
- Have and maintain a minimum cumulative GPA of 2.5.
- Be a full time student.
- Have completed at least 12 credit hours by the time you assume the position.

**Position Requirements**
- Holding a minimum of five (5) office hours per week (approximately one [1] hour a day, Monday-Friday).
- Attending all weekly Board meetings and all other required meetings (i.e. retreats, conferences, meetings with advisors, etc.).
- Attend 4 UUB sponsored events each month.
- Meet with a UUB Grad Adviser and Senior adviser weekly.

**Due to the nature of the position(s), all members should be aware that extra hours may be necessary at particular time**.
Position Responsibilities

1. **President:** To lead all UUB weekly meetings, be the spokesperson on behalf of UUB, serve on the Committee on the Quality of Campus Life, serve as block booker at NACA conferences, serve as an ex-officio non-voting member to the Homecoming Committee, grant absence to members of the board, follow through with disciplinary action when needed

2. **Vice President:** Shall assume the position of president when absent, be responsible for transitioning process, coordinate event approval packets and evaluations, meet with committee members once a month for evaluation, take/keep minutes, any other duties assigned by president.

3. **Treasurer:** Shall 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 of Student Activities Fees,

4. **Public Relations:** Shall be responsible for coordinating UUB related press materials including stars blasts, press releases, Facebook, and Twitter. Will work with the Courier and the Dawg Radio Station to promote UUB and UUB events.

**For full position descriptions please refer to the University Union Board Constitution: Article II, Sections 1 – 2**
University Union Board
Executive Board Application

Name:_________________________________________ WIU ID:_________________________

Local Address: _________________________________________________________________

Phone (home): ___________________________ Phone (cell):____________________________

E-Mail Address: ___________________________ Major:_______________________________

GPA: ____________ (minimum 2.5 cumulative required)  Class: FR SO JR SR GR

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

_____ President  _____ Vice President

_____ Treasurer  _____ Public Relations

Please list ALL other time commitments for the 2012-13 academic year.

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

Signed: _____________________________________________ Date: ____________________
Short Essay

On a separate sheet of paper, please type a short essay for the following questions (1-2 paragraphs per question)

How do you define leadership?

What are your strengths and how will they be beneficial to the UUB?