All-Campus Leadership Conference Committee Chair

Responsibilities:
- Update Center for Leadership and Involvement (CfLI) professional staff on progress of the conference
- Hold weekly meetings with the Organizational Outreach Branch coordinator
- Hold regular meetings with All-Campus Leadership Conference committee
- Oversee and advise subcommittees within the committee
- Apply for the Wisconsin Experience and First Year Experience Grants
- Maintain social networking tools, such as Twitter, GMail, and blog
- Make/maintain connections with Housing, Greek, Wisconsin Union Directorate, and other organizations on campus
- Find breakout speakers on a wide range of leadership topics
- All other duties involved with the planning of the All-Campus Leadership Conference
- Book the Union Theater, Play Circle Theater, and other rooms in the Memorial Union for the next year
- Choose keynote speaker (with help from committee and next chair) for the next year
- Ask for help when needed
- Participate and serve as an integral part of SLP functions and events
- Attend SLP general member meetings and Committee Chair Training meetings
- Continuously work to improve the goals of the organization as a whole

Big Ten Leadership Network Committee Chair

The Big Ten Leadership Network committee chair is responsible for heading up the Big Ten Leadership Network. This may include, but is not limited to the following...

Responsibilities:
- To empower committee members to work together and strive to accomplish the goals of the committee
- To empower network members to develop relationships and further develop their leadership skills
- To engage every committee member so their voice is heard
- To plan and execute committee meetings, when necessary, to organize upcoming events
- To be a role-model and resource to both committee and network members
- To be an ambassador to the University of Wisconsin – Madison when bringing in speakers and making connections with other campuses around the conference
- To participate and serve as an integral part of SLP functions
- To continuously work to improve the goals of the Big Ten Leadership Network committee
- To serve as a resource to other SLP committee chairs and members
- To plan and contact speakers for the speaker events and the Big Ten Mini-Conference throughout the year
- To delegate tasks and responsibilities to committee members in order to improve their leadership skills and help you stay focused on the overall goals of the committee
- To maintain the Big Ten Leadership Network tracker
THE BUCKYS AWARD SHOW

COMMITTEE CHAIR

The Buckys is a committee that designs an awards banquet that recognizes outstanding individual student leaders and student organizations on campus through an annual awards ceremony. Awards are given to those organizations that go above and beyond and work hard to constantly serve the campus and surrounding community.

Responsibilities:
- Work as a team with the Buckys co-chair and committee members
- Manage and support sub-committees that will work as a larger team to successfully accomplish committee objectives
- Challenge each committee member to take on a project of their own that will benefit the committee as well as their individual leadership development
- Participate and serve as an integral part of SLP functions and events
- Continuously work to improve the goals of the organization as a whole
- Attend SLP general member meetings and Committee Chair Training meetings
- Be a resource to committee and organization members

Duties Include But Are Not Limited To The Following:
- Plan and hold bi-weekly committee meetings and meet with the Organizational Outreach Branch coordinator on off-weeks to plan and prepare
- Work with the Center for Leadership and Involvement (CfLI) Marketing team to spread word of the event and generate publicity
- Meet with SLP and CfLI advisors for the development of the event
- Establish relationships and work with local community partners that can serve as sponsors and fundraising donors for event
- Reach out to campus sponsors, like the Dean of Students, to assist in the promotion of the event
- Develop and create all necessary workings and logistics of the actual event including: marketing plan, fundraising, awards review committee, event program and agenda, event location and set up, etc.

LEADERSHIP AND SOCIAL JUSTICE

COMMITTEE CHAIR

The chair is responsible for coordinating committee meetings, arranging workshops, and community with organizations and committees outside Leadership Through Social Justice (LSJC). The chair must be able to understand the personal interests of workshop participants and be sensitive and respectful of various opinions. Flexibility is essential.

Responsibilities:
- Communicate with members and integrate their interests into workshops
- Encourage members to challenge their existing perspective in order to broaden a workshop’s appeal to a wider audience.
- Be available to address any personal issues or concerns of members
- Attend Committee Chair Training meetings and General Member Meetings.

Your duties will include but are not limited to:
- Constantly update yourself on the news, political events, and other new issues that a potential advocate might want to address.
- Organize meetings with members to plan workshops and meet with the Organizational Outreach Branch coordinator
- Ensure that workshops are appropriately planned and advertised and that the event itself runs according to the agenda.
Leadership in Communication Committee Chair

The Leadership in Communication (LIC) Committee Chair is responsible for arranging, planning, and organizing speaker events and workshops throughout the semester that focus on different, but equally important aspects of communication.

Responsibilities:

- Work with other committee chairs and SLP coordinators on event planning and facilitating
- Be well prepared for all events and set an example as a role model communicator
- Meet weekly or bi-weekly with the Leadership Events and Training coordinator on event activities
- Attend and actively participate in SLP functions, representing LIC
- Maintain LIC member tracker and email all members of events

Your duties will include but are not limited to:

- Working alongside fellow committee chairs/leaders as a resource in creating successful events for LIC and SLP as a whole
- Plan and run three communication workshops each semester (suggested amount)
- Contact and bring in three speakers each semester (suggested amount)
- Work alongside members to encourage participation and empower them in the learning process
- Positively encourage constant improvement

Leadership Resources and Campus Relations Committee Chair

The Leadership Resources and Campus Relations (LRCR) Chair is a great opportunity to develop creativity through leadership. The ability to work well with others and see other points of view is also a must. LRCR focuses on marketing and advertising as a direct service for the entire UW community, so an interest in these topics as well helps. The LRCR chair also must know or learn the program In Design because bi-monthly we create the SLP newsletter, “What the Leaders Read”.

Responsibilities:

- Be creative!
- Work with committee members to develop effective marketing and promotional materials
- Be well prepared for all events and set an example as a role model
- Work with other committee chairs and SLP coordinators on event planning and promotions, specifically with newspaper ads, flyers, and other types of marketing
- Meet weekly or bi-weekly with the Internal Affairs and Development coordinator on event/meeting activities
- To engage every committee member so their voice is heard
- To empower committee members to work together and strive to accomplish the goals of the committee
- To serve as a resource to other SLP committee chairs and members
- Attend and actively participate in SLP functions, representing LRCR
- Maintain LRCR member tracker and email all members of events and meetings
Leadership Through Volunteering
Committee Chair

Leadership Through Volunteering (LTV) sends members to help volunteer at different events around campus and the community, and the committee can also work to plan and put on their own events. This may include, but is not limited to the following...

Responsibilities:

- Attend and actively participate in SLP functions, representing LTV
- Attend Committee Chair Trainings and General Member Meetings on a regular basis
- Meet with the Internal Affairs and Development coordinator weekly and work with him/her to coordinate events
- Run bi-weekly LTV meetings and keep in contact with members and keep up with emails
- Find different organizations or events around the Madison area and contact the respective people to see how LTV members can help volunteer or contribute
- Work with members to coordinate the events and in planning new events LTV can assist or create
- To engage every committee member so their voice is heard
- To empower committee members to work together and strive to accomplish the goals of the committee
- To serve as a resource to other SLP committee chairs and members

Students Advancing in Leadership
Committee Chair

The Students Advancing in Leadership (SAIL) committee chair is responsible for leading workshops for members of Students Advancing in Leadership. This may include, but is not limited to the following...

Responsibilities:

- To become knowledgeable on the five student leadership practices as determined by the Student Leadership Practices Inventory which include: Inspire a Shared Vision, Model the Way, Encourage the Heart, Enable Others to Act, and Challenge the Process
- To empower SAIL members to develop relationships and further develop their leadership skills
- To engage every committee member through workshop activities and adjust workshops according to the membership clientele.
- To plan and execute workshops, and when necessary, promote SAIL within SLP
- To be a role-model and resource to members
- To participate and serve as an integral part of SLP functions
- To continuously work to improve the goals of Students Advancing in Leadership
- To serve as a resource to other SLP committee chairs and members
- To complete tasks and responsibilities to stay focused on following through on semester goals
- To have semi-regular meetings with the Leadership Events and Training Coordinator
STUDENT CONSULTANT AND SPEAKERS BUREAU

COMMITTEE CHAIR

Modeled after the University’s Speaker’s Bureau for faculty and staff, Student Consultant and Speakers Bureau (SCSB) serves as a valuable resource for student organizations, community groups, and other interested parties seeking speakers, facilitators, or consultants for their individual or group needs. SCSB provides a unique opportunity for students to interact with diverse communities, to serve as ambassadors to the community, and to gain experiences and refine communication skills that can be of future benefit.

Responsibilities:

- Work as a team with Organizational Outreach Branch coordinator and facilitators on committee
- Hold interviews and choose candidates for the committee
- Provide training and guidance for effective facilitating
- Challenge each committee member to take facilitations that are out of their comfort zone
- Participate and serve as an integral part of SLP functions and events
- Continuously work to improve the goals of the organization as a whole
- Attend SLP general member meetings and Committee Chair Training meetings
- Be a resource to committee and organization members

Duties Include But Are Not Limited To The Following:

- Plan and hold committee meetings and meet with SLP coordinator to plan and prepare for effective meetings
- Keep organized files of workshops that need to be attended and make sure committee is aware
- Retrieve workshop requests and find facilitators to attend
- Maintain an excel document of completed workshops for Financial Coordinator use

SPECIAL EVENTS COMMITTEE CHAIR

The Special Events Chair is responsible for creating social events that are accessible to the majority of the SLP general members so that they may become more comfortable around one another. The goal of the committee and the chair is to help SLP members from all twelve committees get to know one another and find ways to interact and participate in fun activities with one another.

Responsibilities:

- Hold at least 2 meetings a month and to meet weekly with the Internal Affairs and Development coordinator.
- Responsible for creating social events that are accessible to the majority of the SLP general members so that they may become more comfortable around one another
- Plan the SLP Formal each semester
- Planning and hosting other events are up to the creativity of the chair and their committee members
- Maintain regular contact with committee members about upcoming meetings, events, etc
Organization Development Consultant Chair Position Description

The Center for Leadership and Involvement (CfLI) is a comprehensive student involvement and leadership center. CfLI promotes student involvement as an integral part of a University education, registers over 750 student organizations, and provides services, information, education, support, advising, and interpretation of university policies and procedures to assist with the development and strengthening of students and student groups. Furthermore, CfLI facilitates leadership programs for students including the Student Leadership Program (SLP), Adventure Learning Program (ALPs), Leadership and Involvement Record and Leadership Certificate Program. The Student Leadership Program (SLP) strives to develop effective and essential leadership skills in students and student groups through comprehensive leadership education and diverse experiences. The Center for Leadership and Involvement (CfLI) is a department of the Division of Student Life. We are committed to student learning and will tailor the job to meet a person’s interests, abilities and experience.

Responsibilities:

- Serve as a first level advisor for CfLI constituents while making appropriate referrals when necessary. This involves answering phones, emails, or visitor inquiries in a courteous and professional manner that answers questions completely and/or provides accurate referrals.
- Coordinate and facilitate training program for ODC members in late summer.
- Provide primary support and supervision to ODC members. This includes answering questions, meeting regularly to provide feedback and helping further the leadership development of each ODC member.
- Serve as an ambassador, assist with and represent CfLI and SLP at the Student Organization Fairs and other involvement fairs that occur throughout the year and especially at the beginning of fall semester.
- Assist and process the registration of student organizations by responding to email, phone, and visitor inquiries, while updating information on registration forms.
- Coordinate the facilitation of orientation sessions for new student groups or student groups that are struggling.
- Coordinate and assist with specific projects that address the needs of CfLI and SLP, including the promotion of SLP’s vision of providing comprehensive leadership opportunities for all students.
  - Examples of projects may include assistance with Training for Student Employees, All Campus Organization Assembly (ACOA), Trainings and Workshops for Student Organizations and new projects that assist the office with being an involvement and leadership “hub”.
- Learn to find and reference student organization policies and procedures by using the Student Org. Handbook.
- Coordinate the efforts of ODC members to further the mission and vision of CfLI and SLP.
- Provide feedback and evaluations to ODC members, SLP Coordinators and professional staff.
- Coordinate general office duties including determining front desk staffing schedule, handling mail and managing office supplies.
- Plan and facilitate weekly Organization Development Consultants meetings.
- Attend bi-weekly SLP committee chair meetings and bi-weekly SLP general member meetings.
- Meet weekly with your SLP coordinator and CfLI professional staff supervisor.
- Work with the SLP Financial coordinator to manage ODC Committee finances.
- Assist in preparing transition materials to ensure continuity and efficiency for sustained ODC success.
- Assist CfLI permanent staff as requested.
- Complete any additional SLP Committee Chair tasks and attend required SLP trainings and events.

Requirements:

- Fulfill SLP Requirements for committee chairs and general members.
- Working knowledge of Windows XP, Microsoft Office and WisCal calendaring.
- Organized and dependable work habits and excellent communication skills.
- Commitment to providing friendly, responsive service to our customers and other office staff.
- A willingness to learn and apply the principles of social justice to the work place.

Salary and Hours

$9.00 per hour; position will be 10-15 hours a week during academic year and 20 hours a week during summer; exact hours are to be determined; this appointment is effective from May 2011 through May 2012 and includes a limited volunteer transition in April 2011. Work study students are invited to apply. CfLI office hours during the academic year are 10 am-6 pm, M-F and summer hours are 9 am – 5 pm.

CfLI Office Hours: 10 am – 6 pm (Academic Year); 9 am – 5 pm (Summer)