UNION PROGRAM COUNCIL (UPC)

Executive Board

2019-2020

DEADLINE: Thursday, February 21, 2019 @ 12am (midnight)

### Please Type.

### GENERAL INFORMATION

Name: Year in School:

E-mail: Student WID:

Local Address: Phone:

Hours enrolled Fall 2019: Major/Minor:

Preferred Pronoun (highlight): he/his/him she/hers/her ze/hirs/hir

Will you be at K-State for the 2019-2020 school year?

**GENERAL EXPECTATIONS**

* A minimum of three office hours per week including a meeting with your advisor and Tuesday evening meetings.
* Assist in planning events and managing the budget.
* Attend three mandatory retreats per year.
* Maintain a 2.25 cumulative grade point average.
* Be enrolled in at least 6 credit hours at Kansas State University.
* Complete any other duties relevant to the specific committee as designated by the UPC President or Advisors. Failure to meet any of these requirements shall give the UPC President adequate grounds for your dismissal.
* Plan any and all events for the first 4-6 weeks of the fall semester by April 30, 2019.

### EXECUTIVE BOARD DESCRIPTIONS

### President

### The President of the Union Program Council serves as the manager of the Executive Council. They shall act as a guide, resource, and motivator of the Committee Co-Chairs and Committee Members. They run meetings, act as a UPC liaison, and are the chief executive officer of UPC. The President is aware of the UPC budgets and oversees the Executive budget.

### Vice President for Membership

### The Vice President for Membership is responsible for building the membership and maintaining a strong organization by assessing and satisfying student and member needs. Tasks may include: constructing recruitment and retention plans and conducting the UPC interview process. The Vice President for Membership fosters relationships among the Executive Board and with committee members.

### Vice President for Operations

### The Vice President for Operations is responsible for working with Union staff to maintain all fiscal records, recording minutes, and historical documents for Union Program Council. Tasks may include: creating meeting agendas, taking attendance, placing food orders, assembling the UPC survey, audit committee files, taking Pepsi requests, and taking minutes.

**Please rank your top two preferences of Executive positions to be considered for:**

President: \_\_\_\_ VP for Membership: \_\_\_\_ VP for Operations: \_\_\_\_

**SHORT ANSWERS**

Please type your responses to the following questions on a separate page within your application. When possible, elaborate on your answers by providing examples of previous experiences.

1. Why do you think you are qualified for the position(s) selected?
2. In what ways do you motivate those around you? (Tip: Use StrengthsQuest for help)
3. What is your role in a team and how do you foster a well-balanced team?
4. What is your vision for next year’s UPC and what are some ways you plan to execute it?
5. Describe how you react and adapt to change.

**APPLICATION SUBMISSION**

When application is completed, you may either hand in a hard copy to the UPC office located on the ground floor of the K-State Student Union or attach the document and send to upc@k-state.edu. If you decide to use e-mail, please put “Exec Application” in the subject line. Make sure both pages are included. If you are interested in a Co-Chair position, please fill out that application as well.

Emails will be sent out by February 22nd regarding interview times. If selected for President, you will sit in for the Vice President and Co-Chair interviews and help select the positions.

If selected for a Vice President position, you will sit in for the Co-Chair interviews (March 3rd) and help select the positions.

Interviews will be held in the week of February 25 – March 1, 2019. Interviews will be 15 minutes long. If selected to continue the process, you will be notified of your interview time.

Thank you for applying for a position with UPC!