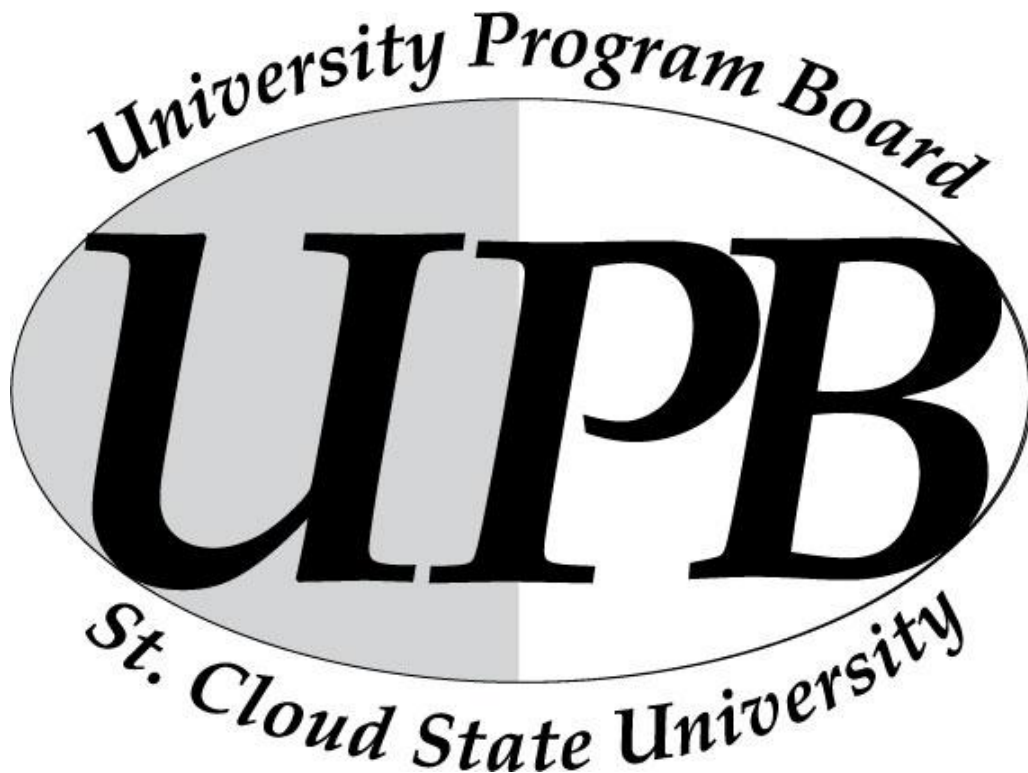


2012-2013 Officer Application Packet



Applications due to the UPB office:
Thursday, February 16, 2012 by 4 p.m.

Atwood Memorial Center Room 139
St. Cloud State University
St. Cloud, MN 56301-4498
Phone: (320)308-2205

E-mail.: upbadministration@stcloudstate.edu
www.stcloudstate.edu/upb

Dear Applicant:

Thank you for showing interest in the University Program Board (UPB). UPB is a well-respected campus organization, which, through the efforts of its student volunteers, educates and entertains SCSU with diverse programming. The Executive Board and Coordinator positions offer you the opportunity to contribute your talents to our team, while simultaneously teaching you the skills necessary to be an effective student leader. Some of these skills include time management, small and large group communication, budgeting, and volunteer recruitment.

As a member of UPB, you will be required to commit to **at least eight hours per week**. These hours include a two hour board meeting, four office hours, an adviser meeting, and a committee meeting. While you are required at least eight hours, expect to put in upwards of fifteen hours some weeks, including events and miscellaneous projects. **Mandatory spring, fall and winter workshops are also required.** Notification of these workshops will be sent to you in advance.

In order to qualify, you must be enrolled at SCSU, and have a **cumulative grade point average of 2.0 or better, be in good conduct standing at SCSU and be registered for a minimum of 6 credits.** In return for your work as a board member, you will receive a \$600 honorarium each semester, meet exciting people, and develop your leadership skills.

Enclosed you will find: an application, two blank reference forms, a list of important selection process dates, a description of the positions available, a UPB organizational chart and general information. At least one reference letter should be completed by someone who is affiliated with St. Cloud State University.

The application deadline is Thursday, February 16, 2012 at 4 p.m. and is to be turned into the UPB office in Atwood 118. Please make sure your reference forms have been completed and returned by this deadline as well. Incomplete applications will not be considered. Prior to applying you are required to attend one of the two Information Sessions (**Tuesday, February 7th from 5-6 p.m. in Atwood Voyageurs North or Wednesday, February 15th from 5-6 p.m. in Atwood Glacier South.**) Attendance at one of these Information Sessions is important in fully understanding the requirements for obtaining a position as an officer on UPB.

If you are unable to attend either session, please let me know in advance so we can set up an alternative time for the two of us to meet.

As part of the selection process, you will be required to attend a 2-hour group interview session and an individual interview of approximately 15 minutes. Please sign up for the group and individual interviews in the UPB office, Atwood 118, when you turn in your application.

If you have any questions about UPB, the various positions, or the application process call 320-308-2205, email upbadministration@stcloudstate.edu, or visit us in the UPB office AMC 139.

Thank you for your interest.

Julie Nelson
Vice President of Administration
Selection Committee Chair
University Program Board

UPB 2012-2013 Selection Process Important Dates

- **UPB Information Sessions**

Tuesday, February 7th, 2012 5 p.m.-6p.m. in Atwood Voyageurs North.

Wednesday, February 15th, 2012 5 p.m.-6p.m. in Atwood Glacier South.

Learn more about being a UPB officer from current officers and staff members.

***All applicants are **required** to attend one of these sessions.

If you are unable to, please contact Julie at: 612-247-8535 or email

upbadministration@stcloudstate.edu to set up an individual meeting.

- **UPB Officer Applications Due**

Thursday, February 16th, 2012 by 4:00 p.m.

Turn into the UPB Office (Atwood 118)

Completed reference forms are also due at this time.

- **UPB Officer Group Interviews**

Tuesday, February 21st, 2012 at 8:30 p.m. (Atwood Glacier)

Or

Thursday, February 23rd, 2012 at 8:30 p.m. (Atwood Glacier)

Each applicant is required to attend one of the 2-hour group interview sessions.

You will sign-up for the group interview when you submit your application packet to the UPB office.

- **UPB Officer Individual Interviews**

Friday, February 24th – Saturday, February 25th, 2012

Each applicant will be required to attend one 15-20 minute interview.

Sign-up sheets will be available in the UPB Office and at the Group Interview Sessions.

- **UPB Officer Notification**

Each applicant will be notified of the selection process results both in person and in writing no later than **Sunday, February 26th 2012**.

- **UPB Officer Training**

New officer training will begin after Spring Break.

Each officer will begin attending committee meetings, as well as meeting individually with the current coordinator and adviser. A mandatory Spring Training may be scheduled around the new officers' schedules.

- **UPB Spring Workshop/Fall Retreat**

Each officer will attend two training sessions for Spring and Fall. The

University Program Board Information

Spring training day will occur on Sunday, March 18th 2012 from 1-5 pm. The Fall training will consist of a two to three day retreat occurring the between the dates of August 19-21. Both events are **mandatory** for all board members.

History

The University Program Board (UPB) was established in 1978 by the Minnesota State University system to provide a variety of programs for St. Cloud State University. Prior to that, it was made up of two student groups, the Atwood Board of Governors (ABOG) and the Major Events Council (MEC). UPB presently consists of nine committees: Husky Night Life, Huskies After Dark, Films, National Events, Performing Arts, Husky Pride and Spirit, Live music, Visual Arts and Public Relations. The four executive positions consist of; President, Vice President of Administration, Vice President of Marketing, and Vice President of Member Relations. Each committee programs events that are educational, social, cultural, and/or entertaining in nature. The involvement of students in the decision-making process for programming is a strong component of the organization. Each committee is led by a selected student coordinator and is advised by a Graduate Assistants/Program Advisers and the Assistant Director or Associate Director.

Structure

The Coordinators and Executive members of UPB are selected each spring and serve a one-year term from the end of spring semester until the end of the following spring semester. These students are responsible for a minimum of; four (4) office hours each week, one weekly committee meeting, one weekly adviser meeting, and one weekly board meeting.

Additionally, Executive members are required to attend a bi-weekly one-hour meeting with Staff. They are also responsible for planning scheduled workshops, retreats, and training sessions. They maintain all forms of correspondence with agents, performers, students, faculty, staff, community members, and programmers from other universities in our region.

UPB Coordinators and Executives are not only responsible to recruit and retain committee members, but also to search out and provide cutting edge programs to meet the needs of our diverse campus community. UPB provides the SCSU community with over 150 free events a year including but not limited to; performers, homecoming, speakers, films, concerts, etc. All aspects of these events are planned and implemented by the responsible committee. SCSU is currently undergoing a campus wide restructure which makes all positions and stipends pending until the process concludes.

Mission and Vision

Through engaging students at St. Cloud State University, the University Program Board (UPB) provides activities that enhance learning and personal development. These activities are educational, diverse, entertaining and designed to complement the college experience while serving the campus community.

Tentative 2012-2013 Coordinator Positions

University Program Board will be recognized as the center for university-wide event planning, working in collaboration with student organizations, academic departments, faculty members, community agencies and other entities to support the mission of St. Cloud State University. We will work to ensure the development of UPB membership and events which reflect and support the diversity on campus. Through our event planning, we will help create a sense of belonging on campus and inspire students to devote time and energy to educationally purposeful activities both inside and outside the classroom.

All coordinators are responsible for the overall function of their committees and events. The position formally starts the day after undergraduate commencement of spring semester, ending on commencement of the following spring semester. Coordinators are also responsible for the recruitment and retention of committee members. Lastly, they are each required to fulfill the mission statements of their committees with relevant, educational and entertaining programming (along with the overall mission of UPB).

Below are descriptions of each committee.

Live Music

The committee is responsible for programming a variety of regional and national musicians, and possibly nationally recognized performers that are revenue generating. A music festival event is also a possibility for this committee.

Films

The committee is responsible for programming a variety of films to be made available at no cost to the campus community. In addition, they program other film-related events that include, but are not limited to, speakers, outdoor movies and amateur filmmaker showcases.

Husky Night Life

The committee is responsible for a variety of alternative, late night activities that may include, but are not limited to, comedian showcases, skating events and dances.

Husky Pride and Spirit

The new committee is responsible for programming diverse activities and events that include, but are not limited to, university initiatives, theme weeks and other programs that help instill overall campus pride.

Husky Talent

The new committee aims at programming a diverse range of student showcase events which include but aren't limited to; open mic nights, talent shows, battle of the bands, and other student displays.

National Events

The committee is responsible for programming a diverse schedule of nationally and/or internationally recognized speakers/events for the SCSU campus community. These events are co-curricular in nature.

Performing Arts

The committee is responsible for programming a diverse series of events that include, but are not limited to, dance, theatre, music, multi-disciplinary performances and spoken word.

Visual Arts

Executive Positions

The committee is responsible for programming a variety of events, exhibitions, workshops and artist residency opportunities. These activities are intended for, but are not limited to the Atwood Gallery and the Ballroom Display Cases.

Huskies After Dark

The committee is responsible for programming the Friday, late-night event series, "Atwood After Dark" and "Halenbeck After Dark" which features novelty activities, showcasing performers, crafts, food, and more. The committee actively seeks departmental collaboration to provide safe, on-campus events.

***** All Committee descriptions subject to change**

The four executive positions are members of the Executive Board. The Executive Board is responsible for; planning retreats, banquets, workshops, and meeting agendas. They are also responsible for; setting goals, dealing with constitutional issues, summer training and preparation, creating the overall UPB budget, and preparing the selection process. All Executive officers will help with the recruitment and retention of UPB members, including networking with other student organizations and departments. All Executive Board members are expected to offer support to all board members by helping at events, attending committee meetings, and answering questions in the office. Executive board members will have responsibilities and meetings over the summer, but are not required to live in St. Cloud.

President: The President acts as the spokesperson for UPB as well as the liaison between UPB and organizations such as; Student Government, Hall Councils, and International student groups. The President is responsible for leading UPB toward goals and objectives that support the UPB and University's missions and oversees the transitioning and training of new officers. The President presides over all Board and Executive Committee meetings and also serves as the Chief Constitutional Officer. The President is also responsible for working on the budget with the Associate Director.

Vice President – Administration: The V.P. of Administration is responsible for the overall administrative duties for the Board; including meeting agendas, minutes, membership lists, office hour records, and recognition programs. The V.P. of Administration must also record attendance at Board meetings and notify those who have violated attendance policies. The V.P. of Administration coordinates all meeting times for the Board, Executive Committee, and Executive Board. The V.P. of Administration coordinates the selection process and acts as selection chair for the incoming board. The V.P. of Administration serves as President in the absence of both the President and V.P. of Public Relations/ V.P of Member Relations.

Vice President –Marketing: works on a number of programs such as apparel orders, Mainstreet, Facebook and more. Also has the typical executive duties such as board member oversight and training, and will work with the Vice President of Administration to maintain the member database. Duties may expand year to year based on needs and resources.

Vice President –Member Relations: The Vice President of Member Relations primary role is committee and board member recruitment, retention and recognition. Is in charge of recruitment events including Get the Scoop, Mainstreet, Sidestreet and any other recruitment campaigns developed; recognition programs such as member of the month, coordinator birthdays and various parts of the end of the year banquet; and making sure board and committee members feel engaged, enriched and entertained by the organization.

University Program Board Officer Application

It is strongly recommended that you attach a resume, but not required.

Name:	SCSU ID #:
Local Address:	
Street:	City:
Code:	State:
	Zip
Permanent Address:	
Street:	City:
Code:	State:
	Zip
Phone Number: - -	E-mail Address:
Year in School:	Expected date of Graduation:
Major/Minor:	
Cumulative GPA 2.0 or higher? <input type="checkbox"/> Yes <input type="checkbox"/> No	Average Credit Load:

<p>Rank all positions that you would like to be considered for. (1-highest consideration).</p> <p>**Remember you will be considered for all positions that you have ranked**</p>	<p>Executive Board Positions:</p> <p><input type="checkbox"/> President</p> <p><input type="checkbox"/> Vice President- Administration</p> <p><input type="checkbox"/> Vice President- Marketing</p> <p><input type="checkbox"/> Vice President-Member Relations</p> <p>Coordinator Positions:</p>
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<p>If you are <u>not</u> interested in a position, please leave the box empty.</p> <p>You will only be considered for the positions you rank.</p>	<input type="checkbox"/> Live Music Coordinator <input type="checkbox"/> Films Coordinator <input type="checkbox"/> Husky Night Life Coordinator <input type="checkbox"/> Husky Pride and Spirit Coordinator <input type="checkbox"/> Husky Talent Coordinator <input type="checkbox"/> National Events Coordinator <input type="checkbox"/> Performing Arts Coordinator <input type="checkbox"/> Visual Arts Coordinator <input type="checkbox"/> Huskies After Dark Coordinator * All Committees subject to change
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How did you hear about these positions? (Please check all that apply)		
<input type="checkbox"/> Poster	<input type="checkbox"/> Kiosk	<input type="checkbox"/> UPB Member
<input type="checkbox"/> Information Session	<input type="checkbox"/> UPB E-mail List	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> UPB Calendar/Website	<input type="checkbox"/> Promo TV	<input type="checkbox"/> Friend/Relative
<input type="checkbox"/> UPB Facebook Page	<input type="checkbox"/> UPB event	<input type="checkbox"/> Films Pre Show
<input type="checkbox"/> UPB Twitter Page	<input type="checkbox"/> Other _____	

List other activities in which you have been involved: (i.e. High school activities, volunteer organizations, job experiences, or other university organizations.) Use additional sheet if necessary.		
Organization/Activity	Position/Role Description	Dates of Involvement

Provide <u>two</u> (2) professional references, including at least one from St. Cloud State University.			
Please have each of these references fill out a reference form found in this packet			
UPB board members and staff sitting on the selection committee may not write reference letters or fill out reference forms.			
Name	Position/Title	# of Years Known	Phone Number
			- -
			- -

Reference Form – Due Thursday, February 16, 2012
Reference: Please turn in letter directly to the UPB Office (AMC 139)

Reference Forms:

Enclosed with this application are two blank reference forms. It is your responsibility to distribute these forms to the two references listed above. Please request that the completed forms be returned in a sealed envelope no later than **Thursday, February 16, 2012 at 4 p.m.** to:

Julie Nelson - Selection Chair
University Program Board
St. Cloud State University
Atwood Memorial Center 139
720 Fourth Avenue South
St. Cloud, MN 56301-4498

By checking this box I:

1. Give UPB permission to check my eligibility (GPA, Credits and conduct)
2. Have filled out this application to the best of my ability with valid content

Signature:

Date:

TO BE COMPLETED BY APPLICANT:

Name of Applicant: _____

Name of Reference: _____

TO BE COMPLETED BY REFERENCE:

The above person is applying for a position on the University Program Board. In order to help us get to know the candidate, please answer the following questions or send a letter of recommendation. We would appreciate your honest feedback. (use additional paper or type) An electronic form is also available at www.stcloudstate.edu/upb

1. How long have you known this person and in what capacity?
2. Do you feel that this person is qualified for the above position(s)? Why or why not?
3. What kind of work ethic and reliability does the applicant have?
4. Please list some strengths of the applicant:
5. Please list some weaknesses of the applicant:
6. How does the applicant work in a team environment?

7. How does the applicant work independently?

8. Any additional comments:

Please check one:

I highly recommend this applicant

I recommend with some reservations

I recommend this applicant

I cannot recommend this applicant

I agree that the above information is true and accurate to my knowledge.

Name: _____ Phone #: _____

Signature: _____ Title: _____

Place of Employment _____

Please fold and return to:

**Julie Nelson
AMC 139
720 4th Ave S**

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I agree that the above information is true and accurate to my knowledge.

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Signature: _____ Title: _____

Place of Employment _____

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**Julie Nelson
AMC 139
720 4th Ave S
St. Cloud, MN 56301**