UNIVERSITY PROGRAM COUNCIL CHAIRPERSON JOB DESCRIPTION

The duties and responsibilities of a chairperson vary with each committee. Therefore, each applicant is encouraged to discuss the specific chairperson's duties with the present committee chairperson and/or advisor. Included below is a general synopsis of the duties of a chairperson that pertains to all committees.

- 1. Must represent their committee on the University Program Council as a voting member of the Council.
- 2. Is responsible for the total operation of the committee and for all programs sponsored by the committee.
- 3. Must recruit and train an effective, functioning membership in the committee.
- 4. Must meet regularly with the committee members, establishing goals, and developing strategies for programming.
- 5. Must organize the work of the committee and delegate responsibility in carrying out the goals; keep members informed of matters affecting the committee; inform members about aims and purposes of other committees.
- 6. Must attend University Program Council programs other than their committee.
- 7. Must maintain at least three (3) office hours per week.

BY-LAWS TAKEN FROM THE SGA CONSTITUTION

All student members of the University Program Council shall be enrolled in at least six (6) credit hours for the fall and spring semesters of their term in office and maintain a 2.0 semester and overall average, and not be on disciplinary probation.

It is the duty of all University Program Council members to attend all University Program Council meetings.

APPLICATIONS ARE DUE:
FRIDAY, JUNE 20TH
12:30 P.M. IN THE UPC OFFICE
2nd FLOOR VERMILION HALL
PLEASE SUBMIT YOUR TRANSCRIPT
*ELECTIONS WILL BE THURSDAY, JUNE 26TH
AT 1:00 PM IN LAFAYETTE HALL TECHE ROOM

APPLICATION FOR UNIVERSITY PROGRAM COUNCIL COMMITTEE CHAIRPERSON

This is an in depth application which is designed to ease the process of selection and to insure thoroughness. Please fill out completely and return with a copy of your transcript.

COMMITTEE			
Name			
Last		First	Middle
Birth date	CLID	#	
Local Address		P	hone
Home Address		P	hone
Classification (Circle One)	Freshman S	Sophomore Junio	or Senior
Major Field of Study			_
Cumulative Average	Expected I	Date of Graduation	ı
1. Are you a member of any	other campus	or off campus orga	anizations? Name them.
			
2. What are your past involved	, ,	tracurricular activ	vities) in high school and/o
college? Please describe resp	onsibilities!!		
3. Are you anticipating any o	official respons	sibilities in any car	npus organizations for the

coming year? _____ If so, please name them and describe your responsibilities.

you working to support your education? If so, where are you employ
many hours per week do you work? are your usual working hours? ou expect to continue working if you are selected for this position?
you anticipate being in summer school this summer? If so, how many how you be carrying? If not, where do you plan to live this summer?
se describe your ambitions for the committee for which you are applying.
A. What strengths can you offer to run the committee?
B. What strengths can you offer to the University Program Council?
ing read the attached job description, what is your understanding of the time a ck commitment expected of a UPC chairperson?
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I have filled out the above information as complethe above is true.	letely as possible, and I also assure that all of
Signature	Date