

## **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 20<sup>TH</sup>  
12:30 P.M. IN THE UPC OFFICE  
2<sup>ND</sup> FLOOR VERMILION HALL  
PLEASE SUBMIT YOUR TRANSCRIPT  
\*ELECTIONS WILL BE THURSDAY, JUNE 26<sup>TH</sup>  
AT 1:00 PM IN LAFAYETTE HALL TECHE ROOM**



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4. Are you working to support your education? \_\_\_\_\_ If so, where are you employed?

How many hours per week do you work? \_\_\_\_\_

What are your usual working hours? \_\_\_\_\_

Do you expect to continue working if you are selected for this position? \_\_\_\_\_

5. Do you anticipate being in summer school this summer? \_\_\_\_ If so, how many hours will you be carrying? \_\_\_\_ If not, where do you plan to live this summer?

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6. Please describe your ambitions for the committee for which you are applying.

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7. A. What strengths can you offer to run the committee?

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B. What strengths can you offer to the University Program Council?

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8. Having read the attached job description, what is your understanding of the time and work commitment expected of a UPC chairperson?

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I have filled out the above information as completely as possible, and I also assure that all of the above is true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date