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 ______________________________ Phone _______________

Home Address ______________________________ Phone __________________

Classification (Circle One)  Freshman     Sophomore    Junior    Senior

Major Field of Study _________________________________

Cumulative Average _________ Expected Date of Graduation __________________

1. Are you a member of any other campus or off campus organizations? Name them.

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

2. What are your past involvements (i.e., extracurricular activities) in high school and/or college? Please describe responsibilities!!

_________________________________________________________________________________

_________________________________________________________________________________

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_________________________________________________________________________________

_________________________________________________________________________________

3. Are you anticipating any official responsibilities in any campus organizations for the coming year? ____________ If so, please name them and describe your responsibilities.
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?

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

   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

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

   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

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

   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

8. Having read the attached job description, what is your understanding of the time and
   work commitment expected of a UPC chairperson?
I have filled out the above information as completely as possible, and I also assure that all of the above is true.

_________________________________________  ______________________________
Signature      Date