

UNIVERSITY PROGRAM COUNCIL VICE PRESIDENT JOB DESCRIPTION

1. Will preside over all University Program Council meetings in the absence of the President.
2. Will preside over all Executive Committee meetings and report all decisions to the University Program Council in the absence of the President.
3. Will assist the President in evaluating all Student Union policies, programs, facilities, building operations, and services in conjunction with the Student Union Director, and present reports of such matters.
4. Will keep minutes in all Executive Council meetings and forward to other Executive members.
5. Will maintain a minimum of six (6) office hours per week.
6. Will assist the President in representing the Student Union to the campus community, its various organizations and departments.
7. Will assist the President in meeting when necessary with UL Lafayette administration on topics of concern to the Student Union.
8. Public relations duties such as, but not limited to, assist with all promotions, help plan Welcome Week and Get on Board Day, create University Program Council brochures as needed, liaison with campus and community and UL Lafayette News Services, advertise for University Program Council chairperson selections, campaign for University Program Council ballot issues, coordinate weekly advertisements in the Vermilion.
9. Responsible for photographing all UPC events and maintaining the University Program Council Scrapbook.

****Must have been a member of the University Program Council, a chairperson, or a member of a Union Program Council committee.**

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, NOVEMBER 15TH
5:00 P.M. IN THE UPC OFFICE
2ND FLOOR VERMILION HALL
PLEASE SUBMIT YOUR TRANSCRIPT
*ELECTIONS WILL BE THURSDAY, NOVEMBER 21ST
AT 3:30 PM IN LAFAYETTE HALL TECHE ROOM**

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.

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

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

5. 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? _____

6. 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? _____

7. Please describe your ambitions for the Council (i.e., new ideas, etc.)

8. What strengths can you offer to the Council and the student body?

9. What do you feel will be your role as UPC Vice President?

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

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

Signature

Date