The Union Programming Council is a group of student volunteers who plan and execute programs for the entire SUNY New Paltz community. You will have the opportunity to gain experience in collaborating with other students on the executive board, communicating with college agencies, attend conferences, and gain valuable transferrable leadership skills. There are 6 executive board positions that are available for this upcoming academic year. The positions are as follows: President, Vice-President, Secretary, Traditions Chair, Late Night at the Union (LNAU) Chair, and Novelty Chair. Please see the below descriptions of each available position. Please submit this application in full to the Office of Student Activities in SUB 211 by April 9th by 4:30pm. From there, you be emailed to select a timeslot for an interview for the week of April 16-April 20th. Thank you so much for your interest!

**Union Programming Council Executive Board Descriptions:**

**President:**
- Directs the efforts and goals of UPC as a whole and oversees the duties of other Executive board positions.
- Presides over all executive board meetings and weekly council meetings.
- Create agendas for weekly council meetings and executive board meetings.
- Meet with the advisor once a week to ask questions, share updates, and discuss the organization as a whole.
- Sets meetings with executive board members as necessary throughout the academic year.
- Coordinates with executive board members on event staffing to ensure appropriate coverage for events
- Coordinates one novelty inspired program during the first three weeks of each semester and collaborates with Vice-President on the Study Break Breakfast event each semester.
- Works with the advisors to design and review the overview of the programming calendar for each academic year.
- Conducts an application process for new executive board members with the assistance of the advisors for the following academic year. This process shall include a written application and interviews.

Vice President:

- Possesses an accurate, up to date list of all semester events with times, dates, and locations. This list should be present at all council meetings and executive board meetings.
- Preside over all council or executive board meetings in the absence of the President.
- Assists the President with presidential duties when necessary.
- Coordinates with executive board members on club collaborations to ensure appropriate steps have been taken at least 4 weeks prior to an event. Report on all collaborations and details at least two weeks before the event is held at executive board meetings.
- Coordinates one speaker/performer program for the fall and spring semester and collaborates with President on the Study Break Breakfast event each semester.

Shared Duties of the President & Vice President:

- Creates a recruitment plan during the first week of the semester, this plan will include the club and involvement fair, tabling, club promotional materials, and t-shirt designs. This plan will be submitted to the advisor at the end of the first week of classes and will be presented at the 1st executive board meeting of the semester.
- Designs and manages all general interest meetings, including ice breakers, layouts, presentations, etc.
- Creates a retention plan for the semester including UPC bonding, executive board bonding, weekly meeting ice breakers, and membership assessment. This should be updated and reported on to the advisors once monthly.
**Secretary:**

- Emails all general members and executive board members at least two days before an event with an important date reminder.
- Add new general council members to the open Union Programming Council Facebook group.
- Records concise, clear notes on the details of weekly meetings as minutes and emails them to all members within 48 hours of a meeting.
- Keeps an up to date email list of all general members and executive board members.
- Take attendance at every meeting for all general members and executive board.
- Members through the use of a sign-in sheet.
- Collaborates with the Novelty Chair for a novelty inspired event each semester.

**Traditions Chair:**

- Coordinate 2 semesterly programs that promote school spirit, community building, and consistent participation of students.
- The planned events should take into account the budget drawn up by the Advisors and must be viable choices.
- Serve as event lead for LNAU programs and be responsible for event management, event preparation (set-up diagrams, supply lists, tech needs), assessment intake, coordinate event support, and resolve all day-of-event event conflicts at the direction of the Advisors.
- Will submit their next semester schedule for review by the President, Vice President, and to the advisors to assure that they can act as lead on the dates Decided for the event.
- Has the option of creating a committee to help with the planning and execution of the events for the semester.

**Novelty Chair:**

- Coordinate 3 semesterly programs that include two off campus trips and one co-collaborated novelty program with the Secretary.
- The planned events should take into account the budget drawn up by the Advisors and must be viable choices.
- Serve as event lead for Novelty programs and be responsible for event management, event preparation (set-up diagrams, supply lists, tech
needs), assessment intake, coordinate event support, and resolve all
day-of-event event conflicts at the direction of the Advisors.

- Will submit their next semester schedule for review by the President, Vice
  President, and to the advisors to assure that they can act as lead on the dates
  Decided for the event.
- Has the option of creating a committee to help with the planning and execution of the events for the semester

**Late Night at the Union Chair:**

- Coordinate 3 semesterly programs that are held on Friday nights from 9pm-11pm
- The planned events should take into account the budget drawn up by the Advisors and must be viable choices.
- Serve as event lead for LNAU programs and be responsible for event management, event preparation (set-up diagrams, supply lists, tech needs), assessment intake, coordinate event support, and resolve all day-of-event event conflicts at the direction of the Advisors.
- Will submit their next semester schedule for review by the President, Vice
  President, and to the advisors to assure that they can act as lead on the dates
  Decided for the event.
- Has the option of creating a committee to help with the planning and execution of the events for the semester