

**Union Council Meeting
Minutes
February 19, 2019**

Present: Brennan Bahr, Yogev Ben-Yitschak, Farhat Bhuiyan, Mills Botham, Susan Dibbell, Mark Guthier, Mianzhi (Iris) Huang, Heidi Lang, Liz Preston, Fernanda Martinez, David O'Keefe, and Chris Verhaeghe.

Guests: Mary Russell and candidates for the three Union Officer positions—Michelle Dieckelman, Amanda Fenton, Alison Hovind, Tanvi Tilloo and Gretchen Trast.

Candidate Reception & Two-minute presentations by candidates

Meeting called to order at 6:05pm.

Minutes from the February 5 meeting were approved unanimously.

The meeting agenda was approved unanimously.

Farhat moved to move the meeting into Closed Session. Brennan seconded the motion and the motion was approved.

Officer Selection

Union Council selected the following students to serve as Officers of Union Council and the Wisconsin Union for 2019-2020:

Tanvi Tilloo, President
Alison Hovind, Vice President – External Relations
Gretchen Trast, Vice President – Internal Relations

Council approved moving out of Closed Session and the meeting was adjourned at 9:53pm.



Wisconsin Union

DIRECTORATE

Hooper Council President

The Wisconsin Hooper Council President has the overall responsibility for furthering the mission and vision of the Wisconsin Hoopers. This position represents the Wisconsin Hoopers to the Wisconsin Union and the University of Wisconsin-Madison. The Council President serves as the Club representative on Union Council, the governing board of the Wisconsin Union. This position has an overall responsibility to further the mission of the Wisconsin Union and works directly with Hooper Advisors.

Duties to the Wisconsin Union Directorate (WUD):

- As a member of the Wisconsin Union Directorate, attend weekly Directorate meetings.
- With the Union President, plan and execute WUD & Hooper events.
- Actively pursue all forms of diversity and integrity within Directorate programs, committees, and clubs.
- Collaborate on a process for achieving WUD goals.
- Participate in spring, summer and fall trainings. Assist in planning and implementing such trainings when applicable.

Duties to Union Council:

- Coordinate & chair a Union Council **Advisory Board with monthly meetings subcommittee.**
- Serve on the Union Council Executive Committee.
- **As a member of Union Council, attend monthly Union Council meetings.**
- Uphold the Wisconsin Union Constitution and bylaws and participate in the review and implementation of Union policy.
- Actively promote shared governance and encourage awareness of issues that affect student life.

Specific Hoopers Duties:

- Chair the Hooper Council meetings
- Hold at least ten (10) office hours per week
- With Hooper Execs and Advisors, plan and execute Fall and Winter Council Retreats
- **Support the Wisconsin Union's mission of social education through inclusive programming.**
- **Increase access to the outdoors to the campus community by advancing diversity and inclusion initiatives. Maintain a productive relationship with the MSC.**
- Provide the leadership in developing response and action plans to the Hooper Risk Assessment. Present plans to Union Council.
- Stay abreast of risk management and legal issues impacting the Clubs.
- Annually update and revise position descriptions and position guide as appropriate.
- Appoint Council Chairs to Hooper Council.
- Support all-Hooper and individual clubs' major programs and fundraisers.
- Stay abreast of issues impacting the clubs.
- Maintain regular communication with the Outdoor UW staff.
- Maintain regular communication with all club leaders and members.

- Attend weekly meetings with the Hooper Advisors and other Hooper Executives.
- Decide who will chair Hooper Council meetings and perform other duties of the President in her/his absence.
- With Hooper Execs and Council, develop annual goals and strategies.
- **Manage Hooper Council Vice President's to ensure fulfilment of their position descriptions.**
- Is held to the disciplinary guidelines outlined in policy PL3-12.

Term of Office

- May – May
- Summer: Hooper President is encouraged to be in Madison over the summer; at minimum, Hooper President required to return to campus and hold office hours, 10 hours weekly, beginning at end of August.
- Academic Year: 20-25 hrs/wk

Remuneration

- Academic Stipend - 60% of yearly tuition based on previous year, **less withholding tax,** distributed **monthly at the beginning of each semester** (Benefits Policy PL3-14)
- \$50/month - Wiscard Amount (8 months)
- Lifetime Union Membership
- Resume builder: Oversee all strategy, leadership development, and ultimately, the success of one of the largest organizations on campus, with a \$1.2 million operating budget, \$2.5 million in assets, and over 2,000 members.

See Policy PL3-5 for Expectations of Wisconsin Union Directorate Club Presidents

Last updated: ~~12/14/17~~ 11/26/2018

Hooper Outing Club President Position Description

Description: To run the administrative affairs of the Outing Club through leading the executive board. To be the primary contact for the club with outside organizations and the Hooper advisors. To know the inner workings of the club and Hooper Office and be able to refer members to information or contacts as appropriate. Only UW students may hold this position

- **Benefits**

- 60% instate tuition stipend
- Lifetime membership to outing club
- Free membership to all six Hooper clubs for your duration of presidency (must pay \$13 council fee)
- ~~Awesome leadership/job experience~~
- ~~Meet cool friends~~
- ~~Go on fun retreats~~
- ~~Go to events/dinner with free food~~
- ~~Influence the university as a whole by being a part of the union~~
- ~~Meet a ton of people~~
- ~~Have club members know who you are, but not know who they are (it makes you feel like a celebrity) :)~~

- **Job Expectations**

- 20 hours of work a week
- Hold office hours in the Hooper office
- Serve on a Union council committee
- Attend fall and winter retreats
- Attend WUD meeting once/semester
- Respond to emails daily. Forward members to officers or advisors as needed.
- Meet with advisor every week or every other week to check in.
- Table events (i.e. sunburst festival, org fair, etc..)
- Organize two outing retreats for Exec board and activity chairs (one in fall and one in spring). They can be day long events or weekends.
- **Hooper Council/WUD Council**
 - As the Outing Club's voting representative on Hooper Council, the Outing Club president must attend all Hooper Council Meetings. During these meetings you discuss major hooper purchases, events, issues etc.
 - Uphold to standards laid out in Wisconsin Union Policy PL3-4 and disciplinary procedures laid out in PL3-12
 - Presidents must serve on at least one Union Council committee and are encouraged to serve on Union and/or University committee(s)
 - Required to attend WUD-Hooper Meetings that happen once to twice per semester
 - Mandatory Attendance at the Fall and Spring Leadership Retreat
- **Chair weekly Outing Club Board Meetings:**
 - You are in charge of leading club meetings every Tuesday at 7pm in Mendota Lodge

- You are also in charge of organizing and leading either biweekly or monthly executive board meetings with the exec board and activity chairs
 - Format:
 - Trip reports
 - Trip announcements
 - General announcements
 - Activity afterwards (make spreadsheet)
 - Educational learning sessions for execs
- **Leadership Training:**
 - Implement leadership trainings and follow accordance to the safety audit
 - Create structured leadership progression similar to the water safety code.
- **Weekly Emails**
 - Weekly all-club emails should be sent from the president's gmail account outingpresident@gmail.com
 - Should be sent the same day every week and should include important information, upcoming events, etc.
- **Create full Outing Club Executive board**
 - Nominate candidates to fill all vacant officer positions (spreadsheet in google drive)
 - Compile officer lists and send to advisor to update leader list
 - Send officer updates to OUW office
- **Facility Access**
 - Make list of approved leaders for both general and after-hours access. Send access requests to Council VP-Admin or advisor for facility access.
 - Obtain after-hours access and assist trips in getting access when needed
- **Constitutional and Bylaw**
 - Fully understand Outing Club constitution and bylaws
 - Update bylaws to comply with club constitution or council constitution
 - Keep track of any approved bylaw changes
 - Draft wording of any constitutional/bylaw changes
- **Member Grievances & member behavioral issues**
 - Handle any member grievances and behavioral issues with advisors, in
- **Community Outreach**
 - You are the primary contact for external relations of the Club
- **Obtain pro-card certification**
 - Submit list of execs/leaders to get pro-card certified to Council VP-Admin and advisor
- **Fleet Vehicles**
 - Keep list of fleet approved officers or members
 - Work with Outdoor UW to reserve fleet vehicles for trips
- **Reimbursements**
 - Sign off on member reimbursement forms
- **Budget (Spring Semester)**
 - Attend annual budget meetings both with your treasurer and the Council VP-Finance

- With treasurer, write budget for executive board operations for following year and present final budget to council with club treasurer

Position Description

- Update president position description annually

Transition

- Train and on-board your elected replacement March-April

WISCONSIN UNION
HOOFER SCUBA CLUB
Job Description: Scuba President

Qualifications to be Hooper Scuba Club President

- Previous Scuba Executive Board experience is recommended, but not required.
- Must be a current student at the UW – Madison for full academic year of the term of office.
- Should have an understanding of how the Scuba Club interacts with Hooper Council and Outdoor UW.
- Should be comfortable with leadership positions.
- Should be comfortable with Scuba Diving, optimally with some advanced certification, but not required.

Hooper Scuba Club President Responsibilities

- Attendance at all Council Meetings is mandatory.
- Attendance at all Scuba Executive Board Meetings is mandatory.
- Be informed about all Scuba Club events, and be comfortable enough to respond to potential questions that members may have about said events.
- Positively represent the Scuba Club to all UW-Madison affiliates and all Scuba related vendors, instructors, and clubs.
- Maintain a good relationship with Outdoor UW, Hooper Council, and all five other Hooper's Clubs.
- Ensure that a positive and enriching environment is present at all Hooper Scuba events.
- Delegate responsibilities amongst the other officers serving on the Scuba Executive Board.
- Respond to emails concerning club business in a reasonable amount of time and in a respectable manner.
- Revise/update the President's Binder with important documents and conversations that may be of need to future Scuba Presidents.
- Manage potential conflicts amongst Club Executives and Members.
- Actively seek out new ways to grow the Club and expand the diving opportunities offered by the Hooper Scuba Club.
- Attend at least some of the dives throughout the year.
- Schedule Executive Board Meetings throughout the year, with at least one a month, with more to be added if needed.
- Schedule Scuba classes in conjunction with the VP of Education early in the term.
- Schedule local dives in conjunction with the VP of Murky Trips (Local Trips) throughout the year.
- Ensure that dives are safe, accessible, and exciting.
 - Safety duties may include ensuring the Equipment Manager maintains gear properly and is serviced regularly.

- Accessibility duties include ensuring transportation is available if necessary and having a range of dives for all certification levels.

In addition to the responsibilities to the Club, the president shall hold the following responsibilities to the Union.

- Uphold to standards laid out in Wisconsin Union Policy PL3-4 and disciplinary procedures laid out in PL3-12
- Required to attend WUD-Hooper Meetings that happen once to twice per semester
- Mandatory Attendance at the Fall and Spring Leadership Retreats
- Presidents must serve on at least one Union Council committee and are encouraged to serve on Union and/or University committee(s)
- Time Commitment: Each President and the Commodore position requires a major time commitment of at least **20** hours on average per week, which can range with seasonal expectations during the academic
 - Hours fluctuate, with mid-winter having about 10-15 hours per week, with spring and fall being peak times with upwards of 30 hours per week, and summer months maintaining the average of 20 hours per week
- Maintain regular weekly office hours during regular business hours

Hooper Scuba Club President Benefits

- Free club gear rentals (fees for air still apply).
- Excellent leadership experience.
- Gain extensive knowledge of scuba diving, both from the recreational side and business side.
- In **Remuneration**
 - 60% of yearly **instate** tuition based on previous year (Benefits Policy PL3-14)
 - **Lifetime Union Membership**

Hooper Scuba Club President Accountability

- The Scuba President is held accountable by the Scuba Club Constitution, Bylaws, Executive Board, Hooper Council, the Wisconsin Union, Outdoor UW, and the University of Wisconsin – Madison.

Hooper Scuba Club President Time Commitment

- Time commitment varies heavily with the season. The President should expect to dedicate roughly 8 hours a week to the Club. Hours can vary quite extensively, with some weeks requiring minimal commitment, and others requiring very extensive work. Peak times may require the President to put up to 25 hours a week. The President is expected to dedicate time as required, and they should be willing to put in all hours as necessary to achieve success.

Wisconsin Union
Hoofer Ski & Snowboard Club
Job Description: President

Qualifications:

Must be a full-time student at the University of Wisconsin - Madison

Position Responsibilities

- Advise, encourage, assist and enable Executive Board members to be successful in their roles
 - Begin each semester with Tri-Exec meeting with each Executive Board member to go over budget expectations, goals
- Hand over any past materials relevant to each person's position
- In association with the Executive Officers:
 - Appoint Executive Board in the spring following elections
 - Set Midwest Trip dates with the Midwest Trips Director
- Prepare an agenda and chair all Monday evening meetings and occasional General Ski & Snowboard Club member meetings
- Attend all Ski & Snowboard Club Executive Board weekly meetings (Monday nights)
- Participate in the annual Youth Outreach Day
- Attend and participate in both Fall and Spring Kickoffs, fall Sunburst Festival, and Winter Carnival. Coordinate the fall and winter kickoffs - this entails:
 - Room reservations for the first week of November
 - Slide/video presentation
 - prepping Midwest Trips, VP Trips, Education, Local Trips, and Team Directors to give a short introduction and outlook for their respective position
 - marketing efforts in the dorms/dorm mailings/newspapers/Union information booths
 - Food and beverage reservations with the Union
- Represent the Hoofer Ski & Snowboard Club to the Wisconsin Union, University, and University Community
- Maintain constant communication between Executive Officers, Executive Board members, and club members
- Work with the Executive Board to direct operations and make decisions that affect the entire club
- Establish set office hours for the general club business open to Executive Board members and general members
- Establish and attend weekly Tri-Executive Board (President, VP Trips, VP Finance) meetings
- Have all Executive Board members meet with Tri-Executive board at the beginning of the year to explain each position's budget and responsibilities
- Establish monthly meetings with each executive board member to get updates and help in the success of their position
- Assure those who will need fleet certification and Pro-Card access attend the training nights in the fall

- Assist with the coordination and execution of all club functions (ie. Socials, Kickoffs, Homecoming, Free Night, Youth Outreach Day, Resale, Winter Carnival, and trips)
- Oversee the operations of the Secretary, Corporate Outreach Director, Marketing Director, Social Media Director, Videographer, and Alpine, Freestyle, Nordic Directors
- Maintain and update the position manual or electronic file for the President. This includes updating the position description, timeline of responsibilities, and any other necessary information regarding the position
- **Facility Access.** Make list of approved leaders for both general and after-hours access. Send access requests to Council VP-Admin or advisor for facility access.
- Fully understand SnS constitution and bylaws. Update bylaws to comply with club constitution or council constitution. Keep track of any approved bylaw changes
- **Member Grievances & member behavioral issues.** Handle any member grievances and behavioral issues with advisors
- **Service as** primary contact for external relations of the Club
- **Obtain pro-card certification** and Submit list of execs/leaders to get pro-card certified to Council VP-Admin and advisor
- Keep list of fleet approved officers or members and work with Outdoor UW to reserve fleet vehicles for trips
- Sign off on member reimbursement forms
- Attend annual budget meetings both with your treasurer and the Council VP-Finance. With treasurer, write budget for executive board operations for following year and present final budget to council with club treasurer
- Update president position description annually
- Train and on-board your elected replacement March-April
- Respond to e-mails in a timely fashion

President's Responsibilities to Hooper Council

- Sit on Hooper Council as representative for the Hooper Ski & Snowboard Club
- Provide Council updates at Executive Board meetings and to club as necessary
- Sit on a Union Council Subcommittee
- Assist in the execution of fall Sunburst Festival, Hooper Extravaganza, and Winter Carnival
- Attend the Hooper Council fall and winter retreats
- Inform Council of any needs or thoughts addressed by Ski & Snowboard members
- Attend WUD meeting once/semester
- Keep Council President up to date on Club events, changes, and milestones
- Uphold to standards laid out in Wisconsin Union Policy PL3-4 and disciplinary procedures laid out in PL3-12

Benefits:

- Free membership to the Ski & Snowboard Club
- ~~Semesterly~~ Stipend equal to 60% of in-state tuition
- \$50 monthly WisCard Stipend

- Discounted Winter and Spring Break Trips
- ~~Resume builder: the club has an annual budget which exceeds \$500,000~~
- ~~Meet other cool skiers and boarders~~
- ~~Gain necessary experience in leading groups and interacting with others~~
- ~~Make numerous contacts within the Ski & Snowboard community~~

Accountability:

The President is accountable to the Ski & Snowboard Club's Constitution and Bylaws, Ski & Snowboard Club Executive Board, Hooper Council, The Wisconsin Union, and the University of Wisconsin-Madison

Time Commitment:

The President position varies week by week in terms of time commitment. An average of 20 hours per week should be expected. During special events, the President must be prepared to work whatever time is necessary to complete a project. The president must schedule weekly office hours in the Hooper leader office as well as a weekly meeting with their advisor. Ultimately, it is the responsibility of the President to complete all projects. Some weeks of the season require up to 80 hours of work by the President. Dedicate 40 hours in late November through the first weekend in December to the Annual Hooper Ski & Snowboard Resale

The Hooper Ski & Snowboard Club Executive Board's Responsibilities to the Organization

- Understand and sign the Hooper Ski & Snowboard Club Position Agreement
- Complete the Hooper Leader Information Sheet
- Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
- Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
- Assist in the planning and implementation of all Marketing and Promotion objectives
- Participate in the Fall and Spring Kickoffs
- Dedicate the required (position specific) amount of time to the annual Resale
- Be informed about all club **events, times, dates, locations**, and special information
- **Participate in the annual Youth Outreach event**
- Participate in any and all officer training sessions approved by the Executive Board
- Become familiar with all club resources, forms, and contracts in the **Outdoor UW Office**
- Maintain an organizational system for all information related to your department
- Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
- Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
- Revise/update your position manual and/or materials as necessary throughout your term
- Update your job description prior to the end of your term
- Maintain and update an inventory list of all capital equipment within your department
- ~~Must be a U.W. Madison Student~~
- Previous executive board experience recommended but not required

- A general understanding of how the Ski & Snowboard Club relates to the Wisconsin Union and Hoofers
- Should feel comfortable leading groups, interacting with club members and delegating projects

The Hooper Ski & Snowboard Club Executive Board's Responsibilities to the Organization:

- Understand and sign the Hooper Ski & Snowboard Club Position Agreement
- Complete the Hooper Leader Information Sheet
- Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
- Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University community
- Assist in the planning and implementation of all Marketing and Promotion objectives
- Participate/Coordinate the Fall and Spring Kickoffs
- Dedicate a required (position specific) amount of time to the annual Resale
- Be informed about all club events, times, dates, locations, and special information
- Participate in the annual **Youth Outreach event**
- Participate in any and all officer training sessions approved by the Executive Board
- Become familiar with all club resources, forms, and contracts in the Outdoor Programs Office
- Maintain an organizational system for all information related to your department
- Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
- Write a comprehensive timeline of responsibilities for your position to turn over to the new position holder in April
 - **Require executive board members to keep a timeline and description of tasks, responsibilities, contacts, and notes for their respective position throughout the year. Compile said document with previous year position notes.**
- Revise/update your position manual and/or materials as necessary throughout your term
- Update your job description prior to the end of your term
- Maintain and update an inventory list of all capital equipment within your department

**Wisconsin Union
Hooper Riding Club President**

Accountability:

The President is guided by and upholds the Riding Club's Constitution and Bylaws. The President is accountable to Club Members, the Riding Club Executive Board, Hooper Council, the Wisconsin Union, and ultimately, the University of Wisconsin-Madison.

The President is responsible for all legal contracts on behalf of the Riding Club. The Treasurer, the President, and the Hooper Advisor must consent to all contracts prior to submission to the contractor.

Qualifications:

- Must be a University of Wisconsin-Madison Student
- Must be a Riding Club member
- Previous Executive Board experience suggested
- Ability to take charge in a group setting
- Regular access to email
- A proven leader in their area of the Executive Board and has the ability to take charge of a group setting
- Strong organizational and time management skills
- A general understanding of, and a desire to learn more about, how the Riding Club relates to the Wisconsin Union and Hooper Council
- A general understanding of the Riding Club budget
- Able to get along with a variety of personality types

Position Responsibilities:

- Represent the Riding Club to the Wisconsin Union, University, University Community as well as the Equestrian Community
- Maintain an effective relationship with MUBA and Union Council
- Advise, encourage, assist and enable Executive Board members to be successful in their roles
- In association with the Executive Officers, appoint Executive Board in the spring following elections
- Along with the Treasurer, meet with all Executive Board members to explain budgets and responsibilities
- Set goals with Executive Board and make decisions that affect the entire club

- Attend Riding Executive Board meetings
- Prepare an agenda and chair the Executive Board meetings

- Hold Officer meetings as needed
- Maintain constant open communication with Executive Officers, Executive Board, club members, and club advisor
- Be an active Executive Board member by helping plan, advertise, and attend club events
- Appoint members of the Hooper Herd Committee
- Assist with the coordination and execution of all club functions, such as, horse shows, work parties, clinics, etc.
- Delegate responsibilities to Executive Board members
- Regularly meet with the Hooper Advisors
- Attend Hooper Council Leader retreats
- Maintain and update the position manual for the President. This includes updating the position description, timeline of responsibilities, and any other necessary information regarding the position
- Train incoming President in the spring in association with Executive Officers and Hooper Advisor
- Sign up for student organization status and Student Org. Fairs
- Maintain communication and relationship with MUBA
- Procard certified
- Uphold to standards laid out in Wisconsin Union Policy PL3-4 and disciplinary procedures laid out in PL3-12
- Attend WUD-Hooper Meetings that happen once to twice per semester
- Mandatory Attendance at the Fall and Spring Leadership Retreats
- Serve on at least one Union Council committee and encouraged to serve on Union and/or University committee(s)
- Maintain regular weekly office hours during regular business hours
- Other club related activities/duties as assigned by the Hooper Advisor

Benefits:

- Executive Officer of the club
- Remuneration: 60% of **instate** yearly tuition based on previous year (Benefits Policy PL3-14)
- Priority lesson sign up
- **Lifetime Union Membership**
- ~~Gain experience in leading groups and interacting with others~~
- ~~Learn how to effectively handle multiple tasks in an environment that can be stressful~~
- ~~Gain recognition in the equestrian community~~
- ~~Resume builder~~

Time Commitment:

The time commitment for the presidential position varies weekly. The President position requires a major time commitment of at least **20** hours on average per week, which can range with seasonal expectations during the academic year. The President must be prepared to work whatever time is necessary to complete a project. Ultimately, it is the responsibility of the President to complete all projects. In times of need the President may work up to 80 hours per week.

Commodore Position Description | 2018-2019

Necessary Qualifications to be Hooper Sailing Club Commodore Qualifications

- ~~• Be an enrolled, degree seeking student of the University of Wisconsin-Madison~~
- ~~• Demonstrated patience and ease of interacting with others~~
- ~~• Strong written and verbal communication skills~~
- A member of the Sailing Club in good standing.
- A student of the University of Wisconsin-Madison and meet the requirements set forth in all applicable governing and policy documents, including but not limited to the Sailing Club Constitution, the Hooper Constitution and Union Policy.
- Ample available free time – 20 to 60 hours per week.
- A passion for leadership ~~skills~~ and a willingness to further develop ~~them~~ leadership skills.
- A passion ~~for~~ and technical knowledge of sailing.

Responsibilities & Duties:

General

- Safety 1st – Always put members and guest safety as the highest priority.
- Support and defend the Sailing Club Constitution and Bylaws.
- Represent the Sailing Club in a professional and constructive manner at all times.
- Appoint a Board of Captains (BOC) by September 15th.
- Be present and visible on the lakefront to club members and Memorial Union representatives, especially during the sailing season (May to October).
- Continuously strive to improve the Sailing Club.
- Maintain good communication with the BOC, and Sailing Club Members.
- ~~• Serve on at least one Union Council committee and encouraged to serve on Union and/or University committee(s).~~
- Maintain a strong working relationship with Hooper advisors and staff.
- Answer emails in a timely fashion.
- Seek feedback from club members and members of the Union community.
- **Serve as the Election Commissioner**
- Be the primary Club representative to address issues not otherwise undertaken by the Board of Captains, and delegate unassigned tasks to BOC members or club members, as needed and appropriate.
- **Maintain a list of members who are authorized to make purchases using a University credit card.**

Documentation

- Maintain (create) transition document(s) for next year's leaders
- Maintain and organize the Commodore's email and cloud drive accounts.
- Maintain and organize the UW Box repository of mission critical documents.

Financial

- Assist the Treasurer in preparing and balancing the budget(s).
- Approve membership refund request within the guidelines set forth by the Constitution, Bylaws and any other applicable policies.
- Verify and approve free memberships with Outdoor UW (OUW) staff.

Meetings & Training

- Preside over the **bi-weekly** Board of Captains meetings.
 - Send out a call for agenda items ~~at least three days before the meeting~~
 - **Publish an agenda in a timely manner**
- Be the Hooper Council Representative for the Sailing Club and attend Hooper Council meetings. ~~This can be delegated to the Vice Commodore if desired.~~
- Maintain at least two weekly office hours during regular business hours (9 am – 5 pm).
- **Organize a winter leadership retreat for the BOC.**
- **Organize Quarterly Meetings of the Membership.**
- **Attend the Wisconsin Union Directorate (WUD) & Hoopers training in August (2 Days).**
- Required to attend WUD-Hooper Meetings (once to twice per semester).
- Attend the fall and spring Hooper leadership retreats.
- Serve on at least one Union Council **Advisory Board** as required by Union Council.

Commodore-Elect Training

- **Onboard the Commodore-Elect from May 1st to August 31st**
- **Involve the Commodore-Elect in decision-making processes as much as reasonably possible from May 1st to August 31st**

Applicable Union Policies

- ~~Uphold conduct and governance standards laid out in~~ In addition to policies referenced in this document, the Commodore must adhere to all Union Policies, including but not limited to:
 - PL3-4 (Responsibilities and Expectations of WUD Directors)
 - PL3-12 (Disciplinary Procedures for Directorate Chairs and Officers)
 - PL3-14 (Benefits Policy for Officers, Directors, Associate Directors, and Summer Program Coordinators)

Accountability

- You will be held accountable to Hooper Sailing Club Members, Hooper Council, Union Council, Union Professional Staff, the Director of the Union, the Dean of Students.

Time Commitment

- Weekly Meetings: **~~2-10 hours~~ 7 to 12 hours** per week
 - BOC – 2 hours
 - Hooper Council – 2 hours
 - Advisor – 1 hour

- Office Hours – 2 hours
- Miscellaneous – up to 5 hours
- Emails and Communication: ~~10-20~~ 8 to 13 hours per week
- Administrative Tasks 5 to 15 hours per week
- Lakefront Tasks ~~20-30 (in-season, 10 hours~~
~~out)~~ 0 to 20 hours per week
- Total ~~22-60~~ 20 to 60 hours per
week

Term of Office

- One Year (September 1st to August 31st of the following calendar year)

Remuneration

- ~~WUD provides~~ \$30 a month stipend on a Wiscard
- Free Annual Hooper Sailing Club memberships for life
- Lifetime Union Membership
- Stipend of 60% ~~instate of yearly~~ tuition based on previous year (Benefits Policy PL3-14)

Mountaineering President Position Description:

Any active club member enrolled as a ~~full-time~~ University of Wisconsin - Madison student may serve as the Hooper Mountaineering Club President. The individual seeking this role must be nominated by a club member (self-nominations are permitted) and be voted into office by a majority.

The President receives Hooper Council pricing on all Hooper Clubs during the year in which ~~he/she serves they serve~~.

The president serves as the central node of the ~~exec-Club Officer~~ board: ~~s/he maintains they maintain~~ communication with each ~~executive officer~~, facilitates collaboration, and serves to connect the ~~exec-board Club Officers~~ of the Hooper Mountaineering Club with the greater Hoopers organization. ~~S/he presides They preside~~ over club meetings and ~~serves serve~~ to coordinate the development of the club. The president is frequently the primary club contact, directing inquiries as appropriate. Over all else, the president exists to support and assist other ~~Executives Club Officers~~.

Duties: (anticipated weekly time commitment: ~~20 hrs/wk~~ 10-20+ hours/week, ranging with ~~seasonal expectations of the club~~)

- Maintain club room reservations
- Preside over general club (weekly), and ~~executive Club Officer~~ meetings (as needed)
- Sit on Hooper Council (attend ~~biweekly weekly (?)~~ meetings) and relay ~~pertinent~~ information to club
- Assist with All-Hooper activities (~~e.g. Winter Carnival~~)
- Liaise with Hooper ~~Advisors~~ Mountaineering Advisor regularly
- Organize ~~and carryout orientations~~ onboarding for new ~~board-members~~ officers
- Assist and support other ~~executives officers~~ in performing their duties
- Be responsive to club-related emails within 48 hours
- ~~Maintain-Hold~~ regular weekly office hours ~~during regular business hours~~
- ~~Maintain Fleet certification~~
- ~~Obtain Department Card authorization~~
- ~~Responsible for organizing integral club-wide events in partnership with Events Chair~~
- ~~Uphold to standards laid out in Wisconsin Union Policy PL3-4 and disciplinary procedures laid out in PL3-12~~
- ~~Required to attend WUD-Hooper Meetings that happen once to twice per semester~~
- ~~Mandatory Attendance at the Fall and Spring Leadership Retreats~~
- ~~Presidents must serve on at least one Union Council committee and are encouraged to serve on Union and/or University committee(s)~~

Access Privileges:

- Key card access to leader lounge, galley, cleaning room, gear locker, ~~5th floor WUD offices/printer room~~ and Union after hours

- Fleet Services
- ~~Pro-Card~~ Department Card
- Admin privileges for members.hoofermountaineering.org Club Manager
- Listserv subscriptions:
 - General Club List– admin privileges
 - ~~Exec. Club Officer~~ List – admin privileges
 - Hooper Council List
 - Hooper Presidents List
 - Hooper Treasurers List
- Monitors Mountaineering Club President email: mountaineering@hoofers.org
- Mountaineering Team Google Drive and President Google Drive admin access
- Admin access to Hooper Mountaineering Facebook page
- ~~Uphold to standards laid out in Wisconsin Union Policy PL3-4 and disciplinary procedures laid out in PL3-12~~
- ~~Required to attend WUD-Hooper Meetings that happen once to twice per semester~~
- ~~Mandatory Attendance at the Fall and Spring Leadership Retreats~~
- ~~Presidents must serve on at least one Union Council committee and are encouraged to serve on Union and/or University committee(s)~~
- ~~Time Commitment: At least 20 hours on average per week, which can range with seasonal expectations during the academic (this should be specified per each committee)~~
- ~~Maintain regular weekly office hours during regular business hours~~
- ~~Monitors mountaineering@hoofers.org~~

In Remuneration

- 60% of yearly ~~in-state~~ tuition based on previous year (Benefits Policy PL3-14)
- 8-month WisCard stipend
- Lifetime Union Membership

Wisconsin Union Policy PL4-9
Fundraising Policy for Programs that there is a Cost to Attend

For the purpose of this policy, fundraisers are defined to be activities or events of Wisconsin Union Directorate committees designed to elicit donations, either of property or monetary support. This policy refers to fundraisers requiring a donation and events for which there is a fee to attend. The trips of the Alternative Breaks Committee, where students make a donation to the volunteer agencies as a portion of their trip cost, are not covered by this policy.

For fundraiser events that require a donation, the WUD committee must follow the same policies and procedures for events that charge a fee to attend.

For such events, the procedures followed must comply with the University policies and guidelines found in the RSO handbook, along with policies of the Union.

It should be understood that WUD's primary function is not fundraising, and that a minimal number of fundraising events may be undertaken proportionate to regular WUD programs.

A. For an outside charitable organization/cause, the following conditions must be met:

1. Fundraiser events/donations should assist WUD committees in meeting WUD goals, programming interesting and fun activities for students of the university, assist charitable organizations in their mission, and enhance the Wisconsin Union's connection to the outside community.
2. The organization partnered with must also provide appropriate documentation of their 501(c)3 charitable organization status.
3. The fundraiser event/activity must recoup all costs before any money raised can be donated to the designated charitable cause. All donations received at the event, over and above all program costs, must be forwarded to the specific charity designated by WUD as the recipient of the donations.
4. The WUD committee will follow all existing policies for submitting cosponsorship agreements for other campus/community groups that are participating in the program.
5. The WUD committee must submit a budget through the WUD budget process and receive approval from the Director or Deputy Director.
6. Once written permission is obtained the committee or club is free to move forward with the approved plan for fundraising.

B. Fundraising for WUD is generally not allowed, however, requests for exceptions may be considered. In order for a WUD Committee or Hoofers Club to fundraise, the following conditions must be met:

1. The proposed event must be directly related to programming content and the committee/club's mission.
2. The club/committee has exhausted all other Union funding sources (Innovative Grant, Cosponsorship Fund, Late Night Grant, Director's Fund, etc.).

3. The club/committee has created a financial plan that clearly demonstrate the funds raised will cover the operational expenses and the plan created follows University guidelines, and Union policies/procedures.
4. A request for fundraising has been submitted through the WUD budget process and then approved by the Director or Deputy Director.
5. Once written permission is obtained the committee or club is free to move forward with the approved plan for fundraising.

Additional background: Former Policy 7.15b; Formerly SE4-9

Related materials and support documents:

Date(s) of Action:

May 4, 1999; December 9, 1999; March 14, 2017; March 5, 2019

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Wisconsin Union
Experiences for a lifetime

Wisconsin Union Facilities Advisory Board 2018-19

Recommendation to Union Council on Menstrual Product Availability

The 2018-19 Wisconsin Union Facilities Advisory Board recommends that the Wisconsin Union provide Menstrual products in all of its gender neutral and women's restrooms at Memorial Union and Union South. Though menstrual products are currently available in women's restrooms, they require a fee, and are not currently present in gender neutral restrooms. The facilities Advisory Board recommends that Union Council consider removing the fee and expanding their presence to gender neutral restrooms for a trial period of one year. If the trial period proves successful, we recommend that the Wisconsin Union continue the program by building the associated costs into the organization's annual operating budget.

The Facilities Advisory Board discussed the use of wall-mounted dispensers for this purpose. Facilitator Paul Broadhead noted that those dispensers are known to break down and suggested providing products in another manner. The Board opted to leave that decision to Union Council and the Union Staff, but the recommendation is to implement the dispensers on their zero fee setting on a trial basis. The Board also discussed working with the marketing department to create a user survey to help provide Union Council and the Leadership Team with data for future use.

Wisconsin Union
Income Statement Snapshot
Year to Date
As of January 31, 2019

FINAL
02/21/19

	CURRENT BUDGET	CURRENT ACTUAL	BUDGET VARIANCE	PRIOR ACTUAL	
REVENUE					
OPERATIONS & PROGRAMS					
RETAIL DINING	\$12,449,158	\$11,878,920	(\$570,238)	\$11,234,455	Restaurants and Markets & Cafes
CATERING	3,869,180	4,147,604	278,424	3,343,674	MU/US and Grainger Catering, plus Conference Centers
FACILITY RENTALS & FEES	2,065,692	1,947,746	(117,946)	1,710,992	US Hotel/MU Guestrooms, AV rentals, campus vending, Facility fees,...
PROGRAMS	1,520,980	1,527,810	6,830	1,509,321	Theater Operations/Season, Minicourses, Alt Breaks, Hoofers...
SUBTOTAL OPS&PROG	19,905,010	19,502,080	(402,930)	17,798,442	
SEG FEES - WU	6,476,295	6,476,295		6,226,615	
SEG FEES - UBP	4,415,402	4,415,397	(5)	4,348,953	
PARTNERSHIP/WISCARD REV	448,624	463,283	14,659	542,512	Wiscard partnership fees, ATM commissions, Housing Wiscard web transaction fee reimbursement,...
CAMPUS/OTHER REIMBURSE	482,713	495,971	13,258	378,675	Campus Photo ID Office/CESO support, student theater ticket subsidy supp, offsetting cost reimbursements,
MEMBERSHIP & MISC	181,675	307,357	125,682	125,706	Membership, interest income, miscellaneous gifts/contributions, ...
TOTAL REVENUE	31,909,719	31,660,383	(249,336)	29,420,903	
EXPENSES					
COST OF GOODS SOLD	6,786,977	6,592,902	(194,075)	6,148,927	Food costs, products and costs associated with generating revenue by the units
DIRECT OP EXPENSES	9,032,967	8,515,577	(517,390)	8,091,516	Salaries/wages/fringes, general expenses for the revenue units, Hooper expenses, Minicourses,...
SUPPORT SERVICES	3,203,985	3,041,612	(162,373)	3,016,649	
FACILITIES	4,506,655	4,500,659	(5,996)	4,347,948	
PROGRAMS & LEADERSHIP	1,111,490	1,122,570	11,080	1,027,776	Includes cost of WUD no fee or admission cost programming expenses
DEPRECIATION/BUILDINGS	136,908	74,861	(62,047)	66,004	
MAJOR REPRS/BLDGS & EQU	1,395,485	948,284	(447,201)	1,811,804	Includes UBP commitment
UTILITIES/TAXES/INS/TELEPH	487,922	511,572	23,650	427,592	
STATE/UW ASSESSMENTS	1,151,268	1,162,133	10,865	1,047,015	
INTEREST EXPENSE/BONDS	4,042,338	4,146,145	103,807	4,045,482	
OTHER & OFFSETTING EXPEN	564,678	403,314	(161,364)	339,410	Wiscard credit card fees, UBP project swf, cashier testing services...
TOTAL EXPENSE	32,420,673	31,019,629	(1,401,044)	30,370,123	
NET INCOME(LOSS)	(510,954)	640,754	1,151,708	(949,220)	



Sustainability Position Report for the Wisconsin Union DRAFT

Prepared for the Dining and Hospitality Advisory Board, Facilities Advisory Board, and the
Wisconsin Union Council

Recommendation

The Wisconsin Union has four operating principles, one of which is to “Be Green.” The Wisconsin Union hereby makes a commitment to further progress sustainability as a core value. This commitment includes but is not limited to making progress in the following: achieving sustainable operations, and sustainable education opportunities in the Union. Therefore, after reviewing the Sustainability Position Report for the Wisconsin Union, Union Council resolves the following:

1. We charge the Wisconsin Union to create a full-time staff position dedicated solely to sustainability at the Wisconsin Union. This position shall require prior experience and be based off of the recommendations in the aforementioned Sustainability Position Report. This position shall be opened before the completion of the 2019-2020 academic term.
2. We charge that the aforementioned position be integrated into the annual Strategic Initiatives process, hereby sustainability is a standing consideration in strategic directions.
3. We request that the Wisconsin Union give the aforementioned position and strategic direction additional investment and resources to succeed as the initiative continues to grow and evolve. This includes exploring additional hiring in the future, such as an entry level assistant position and/or a team of professional staff.
4. We request that the Wisconsin Union create multiple student intern positions dedicated to sustainability that will report to the full-time staff. This intern program will be based on providing educational, first-hand experiences to teach students the skills needed to pursue sustainability in future careers.
5. A full proposal shall be delivered to Union Council at its second meeting of the 2019-2020 term.

Purpose

The purpose of this report is to create a recommendation to the Wisconsin Union Council that they create at least one full-time staff position, as well as possible student intern positions, dedicated solely to Sustainability at the Wisconsin Union. This report will focus the rationale for this position based on three key areas:

1. Wisconsin Union Values

The Wisconsin Union is tasked with being the center of social education and the heart and soul of the UW Madison Community. This report will indicate how the rising values of sustainability among the UW Madison student population suggests the Wisconsin Union should increase emphasis on sustainability.

2. Environmental Considerations of Sustainability in the Union

This area of the report will focus on current University initiatives and how a Sustainability position would integrate with the rest of the University, as well as how it will affect the local community and work towards a greener future for the world.

3. Business Rationale

Finally, this report will indicate the business rationale for creating a Union sustainability director. This will include potential cost savings as well as the return on investment for sustainability initiatives.

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Wisconsin Union Values

As the heart and soul of the UW Madison Campus, the Wisconsin Union is tasked with keeping in touch with the needs and values of the student community. Students increasingly demonstrate commitment to protecting our environment and request expanded programming in sustainability as well as environmental education. The Wisconsin Union has the opportunity to embody these values and demonstrate campus leadership by making an institutional commitment to sustainability.

Union Member Values

This report will include the results of a student survey performed at Memorial Union in which students will be asked to respond to the following prompts, on an agree/disagree scale of 1-5:

1. I care about sustainable practices.
2. I am interested in environmental programming and learning more about sustainability.
3. I know whom to contact in the Union in regards to sustainability ideas or practices.
4. The Union should align its financial resources to support sustainability goals that generate measurable impact.

Social Education

The Wisconsin Union, through a full-time sustainability position and student intern positions, could accomplish the Union's founding mission of social education in the following ways:

1. **The social, recreational, and cultural welfare of the student body.**
Making an institutional commitment towards sustainability goals represents the student body's values, and is an opportunity for the Union to set a new standard and be a leading institution on campus.
2. **Instructing students in the importance of serving their community.**
Offering environmental resources, education, and student internships makes students aware of how they can minimize their footprint and promote sustainability on campus.
3. **Utilizing its programs and spaces for out-of-classroom learning.**
Creating environmental programming and internships affords students opportunities to learn about sustainability and climate change in their own backyards.

Environmental Considerations of Sustainability in the Union

The World

On Earth Day 2016, 175 states signed the Paris Agreement to combat climate change and its impacts. Although the U.S. federal government decided not to ratify the agreement, over 2,500 cities, counties, universities, and businesses have declared a separate commitment through the “We Are Still In” movement. In October 2018, the International Panel on Climate Change released a special report¹ indicating the impacts our world could face given the projected temperature rise. Wisconsin Governor Evers recently signed on to the U.S. Climate Alliance², which is a group of governors committed to the implementation of the Paris Accord at the state level.

In order to address climate change, many institutions are choosing to analyze their environmental impacts and set sustainability goals for themselves. Due to the cross-disciplinary nature of sustainability, dedicated positions within an institution are essential to achieving environmental goals. The Wisconsin Union can contribute to this worldwide movement by taking further steps to identify and progress toward their own goals and ideals.

The University

The University of Wisconsin - Madison has a rich environmental history, from the environmental pioneers John Muir, Aldo Leopold, and Gaylord Nelson, to a chancellor-appointed task force³ to address sustainability goals (Appendix A). Various stakeholders on campus have reinforced the importance of environmental stewardship through Climate Action Plan resolutions, including the Associated Students of Madison, the Faculty Senate, and the Academic Staff Assembly (Appendix B, C, and D). Most recently, the university has shown its dedication to sustainability through the hire of a Director for Sustainability, Missy Nergard. Nergard supports and co-directs the Office of Sustainability with Professor Cathy Middlecamp, who is Interim Director of Sustainability Education and Research. The Office of Sustainability is dedicated to facilitating sustainability education, outreach, and operations on campus.

STARS Campus Benchmarking

Under Ms. Nergard’s leadership, the UW-Madison Office of Sustainability is in the process of completing an international rating and assessment system called STARS,⁴ which is administered by the Association for the Advancement of Sustainability in Higher Education

¹ <https://www.ipcc.ch/sr15/>

² <https://www.jsonline.com/story/news/politics/2019/02/12/tony-evers-join-group-committed-implementing-paris-accord/2847288002/>

³ https://d2ubu92f2ps7vw.cloudfront.net/wp-content/uploads/sites/29/2017/03/sustainability_taskforce-report_10oct2010_web1.pdf

⁴ <https://stars.aashe.org/>

(AASHE⁵). This campus-wide assessment will provide UW-Madison with the necessary baseline to progress toward larger environmental goals.

As part of this process, the Union will be asked to provide necessary and relevant information ranging from community partnerships and events to detailed utility and resource management data. The Chancellor has released a statement⁶ reflecting on the importance of this assessment to creating “a more sustainable community.” It is in the Union’s best interest to hire a staff member to be responsible for benchmarking the current status of the Union’s operations, as well as maintaining an ongoing database for future reporting cycles.

Alignment with Campus Initiatives

Aligning with the momentum on campus would allow the Wisconsin Union to continue to be a leader at UW and expand its reach to the greater Madison community. In the coming years, the rest of the University will be establishing a baseline for sustainability, as well as a plan moving forward. If the Union does not adopt the same forward mindset and hire a Sustainability Coordinator to help establish their own baseline, they will fall behind the University’s greater efforts.

University Housing

University Housing, another auxiliary unit of UW-Madison’s campus operations, has already joined this movement towards sustainability by hiring a full-time Sustainability Coordinator (Appendix E). As a member of their general Operations team, this position leads and coordinates departmental and divisional sustainability initiatives, including work with campus and community partners. The principal duties of this Sustainability Coordinator include diverting landfill waste through recycling and composting initiatives, promoting a culture of sustainability through education and behavior change of residents, and maintaining long-term working relationships with other campus entities. Since its introduction, the University Housing Sustainability Coordinator has created multiple committees and working groups, in addition to hiring a student Sustainability Assistant (Appendix F).

A similar Sustainability Coordinator position should be replicated in the Unions. The UW-Madison operates through the Wisconsin Idea: what students learn in the classroom should extend to and positively influence the greater community. The core values of sustainability align with the Wisconsin Idea to promote the wellbeing and longevity of our community, for both the people and the natural environment. A full-time sustainability staff member within the Unions would bring the knowledge and expertise to capture the full benefits of system efficiency and sustainability.

The Wisconsin Union - Position Duties of Union Sustainability Coordinator

The Union Sustainability Coordinator would coordinate sustainability efforts in tandem with both the Facilities and Dining and Hospitality staff, ranging from waste diversion to purchasing procedures. This position would be responsible for researching and maintaining best

⁵ <https://www.aashe.org>

⁶ <https://sustainability.wisc.edu/sustainability-dashboard/>

practices of sustainability within the Unions by identifying the highest impact actions with the greatest environmental, economic, and social benefits, and overseeing implementation. Within the first year, the Sustainability Coordinator would identify and define sustainability goals for the Wisconsin Unions, and propose initiatives and actionable plans to meet those goals. They would also serve as the main liaison for partnerships with the Office of Sustainability, Facilities Planning & Management, University Housing, and other campus entities.

The Union Sustainability Coordinator would also develop sustainability education with campus and community partners to increase environmental literacy and participation of Union visitors. This would include post-consumer education, sustainability signage around the Union, and other methods of educating visitors on the importance of sustainability. The Coordinator could also work closely with WUD leadership in developing programming, spanning a wide range of student interests and encouraging involvement in Union sustainability efforts. The Sustainability Coordinator could also work closely with the recently hired Social Justice interns, as there is a strong social sustainability component of the STARS framework as well.

These duties currently do not exist in any Union employee's position description, which demonstrates the high demand for such skills and knowledge. Currently, the Assistant Director of Dining and Hospitality and the Assistant Director of Facilities both work on sustainability within their divisions. Neither have sustainability specifically written into their position description (Appendix G and H). A full-time staff dedicated to sustainability would help coordinate and progress current efforts. Due to the highly interdisciplinary nature of sustainability, the Sustainability Coordinator would likely work across departments, but primarily report to either Facilities or Dining and Hospitality administrators. As sustainability efforts expand, it is recommended that the Sustainability Coordinator oversee a staff consisting of one or more full-time assistants, as well as student interns.

Business Rationale

Sustainability is a concept that articulates ways to achieve system efficiency and that therefore has a role in protecting the Union's bottom line. It is cost-effective to address environmental issues through resource conservation, responsible investing, and energy efficiency. Considering that the Unions are auxiliary units with their own operations and revenue streams, it would be in their best interest to work in concert with the greater campus' sustainability efforts. Not only would such work contribute to a positive working relationship with other campus entities, but the Unions would continue to demonstrate leadership on campus. If the Unions do not adopt a sustainable mindset, they will fall behind on campus-wide progress, risk backlash from the campus community, and miss opportunities to improve their financial bottom line.

The benefits of pursuing sustainability initiatives are also compelling in terms of reducing operating costs by identifying sources of inefficiency and moving toward longer-lasting infrastructure. Projects geared at waste diversion, reducing water use, and saving energy may require additional investment on the front end, but they save money very quickly and throughout their lifespan, adding up to a strong financial benefits compared to older inefficient operations. Sustainability education at the Union would also drive brand value and consumer engagement, as sustainability is a value held widely by many in the UW-Madison community. Ultimately, a

Sustainability Coordinator would be responsible for researching the areas of highest impact in terms of both carbon footprint and financial savings. There are no current benchmarks defined for sustainability in the Unions, so there is great opportunity for improvement.

Areas of Possible Improvement Resulting from Union's Sustainability Initiatives

- Utilities (i.e. improving water and energy efficiency)
- Waste (i.e. landfill diversion through composting and recycling)
- Food
- Purchasing
- Community Building and Social Inclusion
- Local environment and community activities (i.e. Lake Mendota and Memorial Union)

Campus Funding

There are unique funding streams geared towards “green” projects on campus, most prominently being the Green Fund⁷. Run through the Office of Sustainability, the Green Fund is a \$50,000 annually renewing fund accessible to students who are interesting in pursuing sustainable projects on campus. The Sustainability Coordinator will have the opportunity to partner with students to champion green infrastructure projects at the Unions, including purchasing compost bins, replacing inefficient light bulbs, and renovating bathrooms with low-flow units.

⁷ <https://sustainability.wisc.edu/greenfund/>

Appendix - Work in Progress!

Appendix A - "Sustainability at UW-Madison" from the Office of the Chancellor

Appendix B - Associated Students of Madison Resolution Calling for Climate Action Plan

Appendix C - Faculty Senate Resolution Calling for the Creation and Implementation of a Campus-wide Climate Action Plan

Appendix D - Academic Staff Resolution Calling for the Creation and Implementation of a Campus-wide Climate Action Plan

Appendix E - University Housing Sustainability Coordinator Position Description

Appendix F - University Housing Sustainability Coordinator Assistant Position Description

Appendix G - Wisconsin Union Assistant Director of Facilities Position Description

Appendix H - Wisconsin Union Assistant Director of Dining and Hospitality Position Description

Appendix	Title	Page Number
A	"Sustainability at UW-Madison" from the Office of the Chancellor	10