



Wisconsin Union
D I R E C T O R A T E

Publications

Committee Director

Overview

- This position is a volunteer leadership position with the Wisconsin Union Directorate student programming board.
- Each committee of the Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process. Upon selection, WUD Leaders will commit to committee process and programming efforts that continually address the inequalities our campus, country, and global communities face due to racial, environmental, societal, and other types of discrimination.
- Given the significant time commitment of WUD Committee Director positions (20 – 25 hours, weekly), a stipend is provided to increase the likelihood these volunteer leadership positions are accessible to all students. An academic stipend provides 60% of yearly in-state tuition based on the prior year and will be distributed at the beginning of each semester. Additionally, \$50/month is provided on the student's Wiscard for 8 months in gratitude for each student's service. Students also receive a Lifetime Union Membership upon completion of their terms.
- WUD Committee Director Positions run May – May yearly and include one mandatory, three-day training in August.

Committee Purpose

The WUD Publications Committee celebrates media, the literary arts, and the creative work of students in several ways. We currently produce four publications: EMMIE, Souvenirs, The Dish, and Illumination. Each publication produces up to two print issues a year in addition to online content, which is updated regularly. The committee hosts a wide variety of engaging events each year, with the goal of enhancing students' and community members' experience on campus. Our yearly calendar includes creating, printing, and distributing magazines, as well as organizing event-based programming such as poetry and book readings, art exhibits, workshops, and guest speakers. In short, Publications provides the UW-Madison community with an opportunity to learn the many facets of working in the media industry: writing, editing, photographing, videographing, radio hosting, managing, critiquing, layout, web developing, marketing/advertising, and finances.

General Responsibilities of a WUD Director

- Chair weekly meetings of the committee and leadership team. Attend weekly meetings with the committee advisor. Hold additional meetings as needed.
- Hold general office hours (typically 10 hours per week).
- Participate in weekly Directorate meetings, using officers and fellow directors as resources. Perform action items as required. Participate in cooperative WUD projects and activities.
- Serve on a Union Council Advisory Board (generally one meeting per month).
- Select Editors-in-Chief and appoint Associate Directors (ADs) for your term of office. Train them in the responsibilities of their role.
- Work with your team to establish individual and committee goals and procedures for programming.
- Responsible for the oversight, direction and all administrative aspects of the committee program, including individual program budgets and the overall committee budget.
- Assess and evaluate individual programs and processes of the committee.

- Be responsive to and maintain communication with your advisor, ADs, EIC's, committee members, and other Union representatives (such as Union Officers, Marketing, Campus Event Services, etc.)
- Actively communicate with Union Officers about the needs and goals of the committee.
- Follow the policies and procedures of the Wisconsin Union, Directorate, and the committee.
- Promote Directorate committees and the organization at the student fairs and other recruitment opportunities.
- Build a sense of community within the committee by fostering a welcoming and inclusive environment for all committee members.
- Actively recruit committee members and develop a sustained and growing committee membership.
- Directly involved committee members in all aspects of planning and enacting programs.
- Familiarize committee members with available resources and encourage them to utilize these materials to strengthen programming and curate an intentional, inclusive and responsible program.
- Organize a benchmarking trip or workshops to build committee knowledge and skill.
- Encourage committee members to apply for leadership positions.
- Solicit ideas, input, and opinions from both the committee and external sources (collaborators, campus departments, etc) to inform committee programming.
- Increase campus presence by pursuing opportunities to coordinate, publicize and host collaborative programs within WUD and throughout the campus community with RSOs and campus departments.
- Ensure all digital materials are stored on the committee Google Drive or the Union's shared drive.
- Review and update the onboarding materials for the incoming director.
- Participate in the annual WUD Fall Retreat (3 days in late-August), facilitate AD training, and participate in additional leadership training as mandated by the officer team.

Committee-Specific Responsibilities of the Director

- Plan and facilitate monthly meetings with the full Publications Committee.
- Support Editors-in-Chief with recruitment, publishing, distribution process with timelines, communication with printing services and seeking publication ad revenue.
- Build inclusivity and cohesiveness among the Publications Committee as a whole by sharing the story of committee-community and maintaining weekly communication with ADs, EICs, and members.
- Sustain a clear evaluation process throughout the year for new publications being formed, current magazines retiring, or current magazines becoming separate RSOs.
- Maintain the Little Free Library in Union South and Publications' magazine racks around campus, ensuring magazines are properly displayed and stocked.

Descriptions of the Publications:

- EMMIE: Music magazine. EMMIE reviews new albums and shows, as well as interviews talented artists at a local and national level. Additionally, EMMIE runs a weekly radio show with WSUM.
- Souvenirs: Travel magazine. Souvenirs accepts submissions of prose, poetry, and photography from students who have lived or traveled abroad. The staff reviews and publishes the collection of works.
- The Dish: Food and dining culture magazine. The Dish strives to produce in-depth content such as recipes, restaurant reviews and food safety articles inspired by Madison's incredible food culture.
- Illumination: Literary magazine. Illumination features the best in undergraduate poetry, stories, essays, and art pieces. The staff reviews, edits, and publishes submissions from across campus. Illumination has been awarded the Associated College Press' Pacemaker Award three years in a row, cementing itself as one of the best student-led publications at a national level.

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