

University Program Board
JOB DESCRIPTION

Programs Chair

Training: Mandatory attendance at training on May 20 - 22, 2019

Office Hours:

Summer/Fall/Winter/Spring (June - May),
10 hours/week (Monday-Friday, between 8:00am and 6:00pm, min 3 days)

Required Meetings:

Executive Board Meeting: TBD General Members Meeting: TBD

The Programs Chair is responsible for the planning and implementation of diverse programming at UMSL including but not limited to social, educational, and recreational programs. All University Program Board members must maintain at 2.0 cumulative GPA and be in good standing with UMSL Student Conduct & Community Standards.

Programming Responsibilities:

- To uphold the values established by UPB and the Office of Student Involvement by effectively contributing to the overall team effort of the University Program Board
- Propose, plan, and implement new and creative events that enhance involvement at UMSL by providing opportunities for entertainment, social interaction, and learning outside of the classroom
- Assist in the development of appropriate programs by collaborating with academic units and campus departments on a rotating basis to produce creative programs for students with diverse interests
- Follow proper procedures to propose and obtain approval for all events
- Follow all UPB and UMSL policy and procedures when planning and implementing events
- Collaborate with the Marketing Chair to appropriately market each event
- When appropriate, assist in the production of marketing materials
- Maintain accountability and responsibility for the budget and expenses of each event
- Collaborate with the advisor to ensure funds budgeted for each event are utilized to the fullest without over spending
- Develop and maintain professional conduct when working with agents and vendors
- Work with the advisor to negotiate agreements with agencies and secure tentative dates
- Encourage UPB members and other students to assist in the development of event ideas and to help implement the events
- Work with the Administrative Chair to recruit volunteers to assist with events as needed
- Conduct evaluations for each event and program
- Express appropriate appreciation to volunteer, members and other contributors who assist with projects
- Attend, support and assist with UPB's events and programs
- Night and weekend hours may be required dependent on programming

Administrative Responsibilities:

- Assist in the compilation of orderly, accurate files of all programs/activities
- Schedule and attend weekly one-on-ones with the UPB advisor and Executive Chair
- Attend and actively participate in weekly UPB meetings and brainstorming sessions
- Other duties as assigned