



January 17, 2012

Dear Applicant,

Completing this application may change your life forever. Completing this application certainly changed my life forever. It is hard to believe it has been almost a year since I sat down and tried my best to explain to whomever was going to read my answers why I should be the next Union President. Little did I know that I was about to walk into what I am sure will remain one of the greatest experiences and opportunities of my life. Over the past year I have gained countless friends, a family, some sleepless nights, a few grey hairs, crucial life lessons, and memories to last a lifetime. As cliché as it might sound I would not trade any of this experience for the world. If selected Union President I hope that you will grow to love it as much as I do! I hope that you will also teach others the beauty of the Carolina Union so that they might grow to love it as much as you do.

You will serve as both President of the Carolina Union Activities Board (CUAB) and Chair of the Union Board of Directors, the body that oversees the operation and finances of the Union. After your selection you will work with our wonderful advisors to recruit and select the 2012-2013 Carolina Union Activities Board. With both of these groups you will lead and work with amazing people to make the Union and Carolina a better place. This is the first step in that journey.

When you are ready you can bring your application to the CUAB Office, Suite 3109 in the student union. Make sure you sign-up for an interview time, and while you're in there feel free to ask any questions that you may have about the process or the job. Someone is always around and they are always happy to help. Applications will be due January 25<sup>th</sup> by 5pm and interviews will take place Saturday, January 27<sup>th</sup> and Sunday, January 28<sup>th</sup>.

Thank you for your interest in being the next Carolina Union President! I cannot wait to hear your thoughts, ideas, and vision. Please don't hesitate to contact any of the people listed below if you have questions before you turn in your application.

Best Wishes,

Christina Cierra Brown Hinton, Carolina Union President, 2011-2012

### **Carolina Union President Responsibilities**

The position of President entails two roles: Chairing the Carolina Union Board of Directors and President of the Carolina Union Activities Board. Both have distinct responsibilities. However, they can be thought of as two types of responsibilities: Those to the rest of the board and those of keeping the board running.

### **Union Board of Directors**

#### **Membership**

The Union President is the chair of the Union Board of Directors. The membership is as follows:

- President of the Student Body,
- Speaker of the Student Congress,
- President of the Graduate-Professional Student Federation,
- President of the Residence Hall Association
- student members appointed by the Union President, President of the Student Body, and President of the Graduate-Professional Student Federation
- Four student organizations selected by an annual application process
- Four faculty members nominated by students and appointed by the Chancellor. The Carolina Union Director is ex-officio.

#### **Function**

The principal functions of the Carolina Union Board of Directors (as outlined in the By-laws) are:

- Selecting the President of the Carolina Union
- Participating in the selection of the Union Director
- Reviewing, evaluating, and approving Union finances
- Long range planning for the Union, including consideration and recommendation of necessary fee increases to the appropriate parties
- Establishing Union policy with regard to facilities use, programming, finances, and such other areas as the Board deems appropriate
- Deciding final arbitration of disputes arising over Union policy

#### **Responsibilities as Chairperson of the Board of Directors:**

- setting the initial agenda for the Board and its sub-committees
- coordinating all appointments to the Board by the Chancellor as well as Student Government and other student organizations
- calling regular meetings of the Board as outlined in the By-laws (including proper notification procedures)
- providing the Board with information necessary to conduct business
- presiding at all Board meetings
- serving on all sub-committees of the Board
- performing all duties delegated to the President by the Board
- meeting with the Director of the Union on a continuing basis
- authoring the annual "Report from the Union President to President-Elect and Board of Directors"

## **Carolina Union Activities Board**

### **Mission**

The Activities Board will coordinate the work of the committees, discuss common problems, study the techniques of effective group work and service, and formulate social, cultural, entertainment and educational programs. The respective committees and their members will plan, sponsor, and execute these programs with the approval of the Activities Board.

### **Overview**

The Carolina Union Activities Board is involved only with the event programming aspect of the Union. The Activities Board receives approximately \$300,000 in student fees annually to provide diverse cultural, educational and social opportunities for students outside the classroom. It is the primary responsibility of the Activities Board to determine the direction and focus of events funded by these fees. The Activities Board is made up of chairpersons appointed by the President (and approved by the Board of Directors), each of whom organizes a committee of student volunteers to select and produce programs in a specific area.

### **Responsibilities as President of the Activities Board:**

- determining the structure and initial agenda of the Activities Board in conjunction with Union staff
- recruiting and selecting all chairpersons in accordance with the By-laws
- working with the new Activities Board to make preliminary plans for the upcoming year
- planning a pre-year retreat with the assistance of the Program Staff in order to define chairperson roles, develop goals for the upcoming year, and work on leadership development
- keeping adequate office hours in order to be accessible to chairpersons as well as outside organizations interested in working with the Union
- meeting with the Program Staff on a regular basis to work on leadership development within the Activities Board as well as to discuss current programming and operations
- planning and conducting meetings of the Activities Board on a regular basis (at least weekly)
- providing the Activities Board with information necessary to conduct business at meetings
- working with the Staff to create the most effective programming environment

## 2012-2013 APPLICATION FOR CAROLINA UNION PRESIDENT

- Please type the answers to the following questions and supply the requested information. Please keep each answer to a maximum of one page
- **Return completed applications to the Carolina Union Activities Board office (Union 3109) by 5 pm on Wednesday, January 25.**
- Please sign up for a screening interview when you turn in your application and write it in the space below; that interview (with several members of the Board of Directors) will be held on Saturday, January 28.
- Final interviews (with the full Board of Directors) will be held on Sunday, January 29.
- Selection and notification will occur immediately following the January 29 interviews.

SCREENING INTERVIEW TIME (fill in when you sign up):

\_\_\_\_\_

### IMPORTANT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Birthday: \_\_\_\_\_

Hometown: \_\_\_\_\_ Year in School: \_\_\_\_\_

Major(s): \_\_\_\_\_ GPA: \_\_\_\_\_

### SHORT ANSWERS AND ESSAYS

1. Why are you interested in being President of the Carolina Union?
2. What are the three most important qualities of the Union President? Why are they important and how do you embody them?
3. What has been your connection to the Carolina Union? What does the Union mean to the student body?
4. Based on the mission of the Activities Board why do you think it is important? What would you like for your board to accomplish through programming?
5. What is your experience and perspective on creating collaborative programs and opportunities?
6. What has been the one most unique leadership, entrepreneurial or creative activity in which you have participated?
7. How will your leadership style affect the way you serve as Union President? What are your strengths and weaknesses?
8. What is your vision for the Union? As President, what is one specific goal you would like to see the Union achieve under your leadership?
9. Please list any possible time commitments you foresee in the coming school year along with current commitments (give approximate hours per week).
10. Anything we forgot to ask? Something you would like to say?