

# BE THE CHANGE



in your  
**community**



# University Assembly is looking for someone like you

University Apartments Assembly (UAA) is the **official resident voice** for residents in the **Eagle Heights, Harvey Street, and University Houses** neighborhoods. We have a number of resident officer positions open (*not just limited to student residents!*)

## Chair (est. 5 hrs/wk)

- Official spokesperson for UAA
- Facilitate and run regular board meetings throughout the year to assist in planning and implementation of UAA
- Regularly meeting with Assistant Director of Resident Support Services
- 2-year commitment; ideally serving 1st year as Chair Elect and 2nd year as Chair

## Chair Elect (est. 5 hrs/wk)

- Serves as back-up to Chair
- Publicly adhere to and abide by the statement of purpose of UAA
- 2-year commitment; serving 1st year as Chair Elect and 2nd year as Chair

## Treasurer (est. 2-3 hrs/wk)

- Manages UAA monies
- Provides regular budgetary updates at board meetings
- Shares past and future budgetary updates to University Apartment residents at bi-monthly UAA meetings and/or newsletter
- Minimum 1-year commitment

## Vice Chair of Communications (est. 2-3 hrs/wk)

- Records minutes at all board and general UAA meetings
- Creates marketing material for programming, general UAA meeting
- Maintains the UAA Facebook page

## Vice Chair of Programming & Services (est. 3 hrs/wk)

- Responsible for coordinating and implementing events and programs that meet the needs of residents in University Apartments
- Coordinate volunteers to help at community events
- Work with Assistant Director of Resident Support Services to purchase supplies
- Minimum 1-year commitment

## Vice Chair of Grants (est. 2-3 hrs/wk)

- Responsible for coordinating and processing of grant applications
- Uses bi-monthly UAA meetings and newsletter to share application process and how grant monies are being awarded
- Minimum 1-year commitment

## Vice Chair of Newsletter (est. 2-3 hrs/wk)

- Responsible for gathering content (articles, upcoming meetings/events, etc.) to publish in University Apartments newsletter
- All content is due the 15th of each month to be published in next the month's newsletter
- Minimum 1-year commitment



to make

a difference

in your community

For more information, visit:

[www.housing.wisc.edu/apartments/resident/assembly/](http://www.housing.wisc.edu/apartments/resident/assembly/)