Global Honors Student Leadership Council (SLC)

Co-Chair Guidelines and Expectations

Overview:
The Global Honors Student Leadership Council (SLC) Co-Chair position represents an outstanding opportunity to develop skills essential to any career. This role is intended to enable Global Honors students to assume leadership and ownership within the Global Honors Program. We ask for students who are enthusiastic, actively able to take the initiative, and help sustain a sense of community within the Global Honors student body.

Responsibilities:

- **Attend a mandatory SLC Co-Chair orientation.**

- **SLC Events**
  - **Scheduling:** Quarterly calendar of SLC social/service/development events prepared and communicated to GH staff at least two weeks prior to start of each quarter.
  - **Budget:** Each event for the quarter will be allocated a maximum budget of $100, unless a higher budget has been discussed with and approved in writing by the Assistant Director (AD). Event budget proposals are due with event proposals. All event-related expenses will be charged to a UW Procard and GH staff will execute reconciliation. Students are not to cover any upfront event-related costs, unless previously approved in writing by the AD.
  - **Lead Responsibility:** Each SLC Co-Chair will take responsibility for one event per quarter, meaning the lead Co-Chair will take ultimate responsibility for all aspects of the event and have final say on how the event is executed (subject to input and any required approvals from GH staff).
  - **Event Management:**
    - Logistics: communicate all event details, including any special requests (e.g. GH Common Room alternations, GH classroom visits) to GH staff at least three weeks in advance
    - Promotion: announce the event – including the event date, time, venue, and RSVP link – via the GH Listserv, Mailchimp, and the GH Facebook page at least 14 days in advance (longer if necessary to account for breaks/holidays)
    - Management: set-up and clean-up immediately after the event
    - Follow-up: share event details/photos via GH Facebook within 24 hours after each event (per GH Facebook guidelines to be communicated by GH staff)
• **GH Events**
  o Each SLC Co-Chair will attend at least one quarterly GH Faculty Council meeting to provide a 10-15 minute report on student engagement and SLC plans for the quarter.
  o SLC Co-Chairs are expected to represent Global Honors at program activities such as the New Student Orientation, Global Engagement Conference, and ad hoc quarterly events as they arise.

• **GH Recruitment**
  o Each SLC Co-Chair will participate in at least three TCORE class visits and/or GH open houses to help promote Global Honors to prospective students. Prep and presentation materials will be provided to SLC Co-Chairs. Presentations take place in Winter and Spring terms only.

**I agree to the SLC guidelines outlined in this agreement:**

Name: __________________________

Net ID: __________________________

Signature: _______________________

Date: ___________________________