

2008



University of Texas Leadership Board

New Member Application

Student Activities & Leadership Development • Office of the Dean of Students • SSB, Fourth Floor

Thank you for your interest in applying for the University of Texas Leadership Board (UTLB). We are looking for motivated, qualified individuals who view UTLB as a top priority. A UTLB Board Member should be intelligent and adaptable, possessing demonstrated leadership abilities. A desire to contribute to The University of Texas at Austin is essential.

Feel free to contact any members of the Board with questions. All UTLB e-mail addresses may be found at deanofstudents.utexas.edu/sald/leadership_utlb.php under *About UTLB*. The UTLB office is in SSB 4.102E. The office of the UTLB advisor, Evelina Solis, is on the fourth floor of the Student Services Building (SSB) in the Student Activities & Leadership Development area of the Office of the Dean of Students, SSB 4.104.

You may turn in completed applications at the SOC desk on the 4th floor of the Student Services Building (SSB). **Applications are due at noon Friday, February 29, 2008.** Late applications will not be accepted!

The UTLB advisor, Evelina Solis, may be reached via telephone at 512-232-9141 or via e-mail at e.solis@mail.utexas.edu.

Who We Are

UTLB is a group of individuals who seek to foster leadership at The University of Texas at Austin. Additionally, UTLB develops a learning and growing environment for all members. Members are expected to continually develop their own leadership skills through the leadership development (EDP 369K: Student Organizational Leadership) course offered Fall 2008, Tuesdays and Thursdays from 3:30–5 p.m., as well as active participation on the Board during our Thursday night meetings from 5 to 6:30 p.m. Ultimately, we strive to develop and to support students in leadership roles at UT Austin throughout the year.

UTLB members serve as a resource to UT Austin students and student organizations through the Leadership Institute sponsored through Student Activities & Leadership Development. Members organize leadership-training events and implement workshops across campus. The relationship between UTLB and the Student Activities & Leadership Development area of the Office of the Dean of Students (DoS) is evolving, allowing us to take on many new responsibilities as a student advising body. UTLB is probably best known, however, for our role of selecting the recipients of the Swing Out Awards.

Mission Statement and Structure

UTLB Mission Statement

The University of Texas Leadership Board (UTLB) promotes leadership development by providing events and activities wherein the members encourage active participation of UT Austin students and organizations. UTLB is an official liaison between the Office of the Dean of Students and all registered student organizations.

UTLB Structure

UTLB is a board comprised of UT Austin students. Two returning members are selected as Co-Chairs to oversee the Boards' functions and each member is assigned to one of the eight committees. Each committee has a team leader who is selected by the UTLB advisor. The committees are as follows: Public Relations, Publicity, Administration Liaison, Organizational Relations, Operations, Finance, and Leadership Development.

2008 – 2009 Programs

Projects Deemed by the Board: UTLB wants new members to take ownership in the project and programs sponsored by UTLB and SALD. UTLB members and advisor will set programs and projects at the Retreats in April and August. Some programs have been determined including, L.O.U.D.D. (Leadership, Outreach, Unity, Diversity, and Development), Leadership Institute, Wheel of Workshops, Swing Out Awards, Evening of the Stars, Fall Retreat in August, Spring Retreat in April, and New Member Selection. UTLB members may look forward to adding to these programs at the UTLB Retreat in April. Together, the Board members and advisor will create new and innovative programs for The University of Texas at Austin student community.

UT Leadership Board also takes on the challenge of finding current issues on campus relevant to student leadership and addresses them through developmental workshops. This facet of the Board depends completely on the members of the Board, their passions, and their experiences on this campus. The issues selected by the Board are determined collectively. The Board works throughout the year on this project and may work with other UT Austin student organizations to accomplish the Board's goals for the project. New Board members are especially key in this program, as they bring fresh ideas and new perspectives.

Membership Qualifications

UTLB looks for the following qualifications when selecting new members to the Board:

- completes the three-page application, answers questions 1–6, and signs the Commitment page;
- demonstrates commitment to and involvement in the University;
- demonstrates leadership abilities;
- demonstrates creativity and the ability to be a motivated self-starter;
- completes a personal interview that will be held the weekend of April 4–6, 2008. Signups will occur via e-mail and/or our Web site for those selected to receive an interview;
- possesses energy and seems to be a good fit for the organization, as seen in the personal interview; and
- is able to meet all requirements listed under the Commitment section.

Commitment

As a member of the University of Texas Leadership Board, you will be expected to have a high level of commitment. At a **minimum** you must be able to commit to all the following expectations.

1. Members will be expected to attend and actively contribute to our discussions at our weekly 90-minute meetings that will be held on **Thursdays from 5-6:30 p.m.**
2. Members are required to register for the UTLB leadership development course (EDP 369K: Student Leadership Development) in the fall of 2008 (Tuesdays and Thursdays 3:30-5 p.m.)
3. Members are required to present or actively participate in the Leadership Institute Wheel of Workshops.
4. Members are required to have one-on-one meeting with your committee team leader for at least one hour every week outside the regular Thursday night meeting time.
5. Members are required to have 3 one-on-one meetings with the UTLB advisor over the course of each long semester. Additionally, members may be required to meet with the advisor when requested.
6. Members are required to attend UTLB Retreats in April and August.
7. Members are required to take minutes of **at least 1** meeting each semester.
8. Members will not be allowed to miss more than one UTLB event, unless approved by the advisor.
9. Members will develop a new workshop on a topic of their choice. Activities involved in developing this workshop may include research in current leadership books and magazines, as well as interviewing current leaders. In developing the workshop, members will present their workshop to the Board to practice their presentation and gain feedback. Members will also present the workshop to UT Austin student organizations.
10. Members cannot be on disciplinary probation or deferred suspension.

Expectations for the Board's attendance at weekly meetings will be developed by 2008-2009 Board members after New Member Selection.

Application Checklist

(For candidate use only)

- Complete **New Member Candidate Cover Sheet**.
- Complete **New Member Questions** on a separate sheet of paper.
- Read and comply with the **Identification** section below.
- Sign and date the **Commitment** agreement.
- Ensure that the application can be easily photocopied for other Board members to read. (*Note: no member will see your original application, so special paper or creative parts of your application are to be avoided unless they can be photocopied normally.*)
- Applications are due at Noon on Friday, February 29, 2008.** Late applications will not be accepted. You may turn in completed applications at the SOC desk on the fourth floor of the Student Services Building (SSB).
- Interviews will be held on the weekend of April 4-6, 2008.** You will be contacted by Wednesday, March 19, 2008 about your interview, so please check your e-mail. If you are unable to make any of the times listed and are selected for an interview, we will work with you to schedule another time.
- Complete statement authorizing SALD to verify your academic and disciplinary record.

Identification

You **should not** put your name on the attachments. Please write your birthday and middle initial in the upper right hand corner of your responses to the questions.

If you were born June 21, 1985 and your middle name was Marisela, you should write 06211985M. If you don't have a middle name, use a percent sign (%).

Thank you for your interest in applying to the University of Texas Leadership Board (UTLB). We appreciate your time in completing this application. Remember to check your e-mail for an invitation to interview with us. Good luck!

New Member Application

(Candidate Cover Sheet)

Please print legibly or type

Name _____

Preferred Name _____ **E-mail** _____

Local Address _____

Permanent Address _____

Local Phone _____ **Cellular Phone** _____

College _____ **Major** _____

Expected Graduation Date _____ **GPA** _____

Middle Initial _____ **Birth Date** _____

(MM/DD/YYYY)

Number of Long Semesters Completed *(including Spring 2008)* _____

Classification _____

University of Texas Leadership Board

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Commitment to UTLB

I acknowledge that I understand the duties that come with being a University of Texas Leadership Board Member. These are strict requirements and are non-negotiable. If I cannot commit to these obligations, then UTLB may not be right for me at this time. I understand and agree to the following:

- I will actively participate in creating the weekly meeting attendance policy for the 2008 – 2009 school year.
- I will register for the UTLB leadership development course in the fall of 2008 (Tuesdays and Thursdays, 3:30–5 p.m.)
- I will present or actively participate in the Leadership Institute’s Wheel of Workshops.
- I will have one-on-one meetings with my committee team leader for at least one hour every week outside our regular Thursday night meeting time.
- I will have 3 one-on-one meetings with the UTLB advisor over the course of each long semester. I also understand that I may be required to meet with the advisor when requested.
- I will attend UTLB Retreats in April and August.
- I will take minutes of at least 1 meeting each semester.
- I will not miss more than 1 UTLB major event during the year, unless approved by the advisor.
- I will develop one workshop on a topic of my choice and deliver it to the Board and at least one other UT Austin student organization.
- I authorize SALD staff to verify my academic and disciplinary records.
- I understand that if I realize I am not able to continue to fulfill my duties, I will make an appointment with our advisor to discuss the situation and see if a healthy compromise can be worked out that would address my needs as well as the needs of the Board, including removal from the Board.
- I understand that if I fail to fulfill these duties and I do not take actions to remedy the situation in a timely manner, then the Board may ask me to resign my position.
- I have read and understood this application, UTLB’s purpose, and its programs.

Signature _____ Date _____

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Essay Questions

Please answer the following questions on a separate sheet of paper, typed, and attach it to the application form. Your answer to each question **should not exceed 250 words**.

1. Why do you want to be a part of the UT Leadership Board? What do you think you can contribute to the Board?
2. As a student leader, many people and activities compete for your time. Please describe your anticipated commitments for Fall 2007 and Spring 2008. How will you prioritize these commitments?
3. What is an important aspect of leadership in which you believe students and organizations would be interested and how would you assist student leaders develop their skills in this area?
4. Please attach a list of relevant experiences or a professional resume. Please do not exceed 2 pages. Also remember to take your name and other identifying information off your resume if you choose to include it.
5. How do you define diversity and how have you worked with diverse populations in the past?

Initiative for the UT Leadership Board

(Should not exceed one typed page)

6. Describe a new leadership program for UT Austin:
 - a. Explain the importance of the program for the UT Austin Community.
 - b. How do you see yourself bringing the program to fruition?
 - c. Explain your set goals you have for this project.
 - d. How does this initiative fit in with the UT Leadership Board's Mission?
 - e. What outside departments, if any, will you seek to help bring this initiative into a reality?
 - f. What is the projected budget for this proposal leadership program?