

**WISCONSIN UNION
HOOFER COUNCIL
Job Description: Education Chair**

Qualifications to be Hooper Council Education Chair

- A general knowledge of the Hooper philosophy and of the individual Hooper clubs; or more importantly a desire to learn more about the clubs and the Wisconsin Union.
- Must be a current student at the UW – Madison for at least one of either the fall or spring semester of the term of office.

Hooper Council Education Chair's Duties

- Attendance at all Council Meetings is mandatory for all voting members of Council.
- Attendance at the Hooper Council Fall Retreat is mandatory for all members of Council.
- Attendance at the WUD Fall retreat is encouraged.
- Three (3) hours of posted office hours per week.
- Update and revise position description and position guide as appropriate.
- The Education Chair will recruit and chair an Education committee as needed to accomplish the following:
 1. Coordinate training for Hooper leaders, instructors, and members in general leadership techniques, skills, and theories.
 2. In association with the Advisors, and other Hooper Leaders, plan & administer the Leadership Enhancement Series (L.E.S.), a series of leadership seminars, including first aid and CPR classes, offered to all Hoopers.
 3. Solicit information from the general membership of all Hooper Clubs to determine what sorts of training should be included in the Leadership Enhancement Series. The seminars should cover topics from four major areas: .
 4. Work with the Hooper Council Marketing chair to promote the Leadership Enhancement Series.
 5. Find qualified instructors for the L.E.S. seminars from either within or outside of the Hooper Organization.
 6. Encourage seminar participants to practice what they've learned by taking on one of many different types and levels of Hooper leadership roles.
 7. Solicit feedback from seminar participants so as to evaluate the quality and effectiveness of individual seminars and the L.E.S. as a whole.
 8. Update the L.E.S. bulletin board as needed.

Benefits

- Leadership skill development is an integral part of Wisconsin Union leadership positions.
- Resume builder – Coordinate an education program for an organization with more than 150 leaders and more than 2000 members.
- Hooper Council members receive free memberships in all clubs during their term of office after having paid the General Activity fee.

Accountability

- All Hooper Council members abide by Wisconsin Union policies and the Hooper Council Constitution.

Created: June 2002 by Mike Schoenike
Revised on 31 March 2003 by Hooper Council

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- The Hooper Council Education Chair is accountable to all Hooper clubs officers and general members.
- The Hooper Council Education Chair is accountable to the Hooper Advisors regarding position performance and responsibilities.
- The Hooper Council Education Chair reports to Hooper Council and is directly accountable to the Council President

Time Commitment

- Meeting times weekly: 3-4 hours
- “Office hours” weekly 5 hours
- Projects / planning monthly 8-12 hours
- *TOTAL TIME PER WEEK 10 HOURS average*