

LEAD Scholars Program



Leadership
Position
Booklet
2009-2010

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Introduction

Thank you for your interest in becoming a member of the 2009 Leadership Team in the LEAD Scholars Program. You will find a listing of each leadership position that is available in this booklet to second year students. Each opportunity is detailed with a position description, requirements, and responsibilities. Additionally, located in the back of this booklet you will find some important dates to remember throughout this semester.

Finally, the application for some of the student leadership positions is on the final page. All leadership position applications will be available starting **February 18, 2009** in the LEAD Scholars Office and online at www.LEADstudents.com and www.LEAD.SDES.UCF.EDU

If you have any questions please contact our office at 407-823-2223 or through e-mail at leadstudentassistants@mail.ucf.edu. Good luck!

Leadership Staff

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Stacey Malaret, Associate Director

Edwanna Andrews, Assistant Director - Transition Leadership

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LEB Executive Director

The **Leadership Excellence Board Director** position is a paid student employee of the LEAD Scholars Program. The LEB Director's primary role is to work with the marketing, recruitment and selection of the next class of LEAD Scholars. The LEB Director will represent all students of the LEAD Scholars Program, serve as a role-model to all faculty, staff and students at UCF, and meet with students regarding academic, leadership, and service needs.

The position serves during the academic year (some preparation work during the summer is expected), with specific duties and responsibilities including the following:

- Serve as the LEAD Scholars Program liaison at meetings and events
- Lead the Directors of: Marketing, Open House, Promotions, and Selection (these teams provide the basis for recruiting and selecting the upcoming class of LEAD Scholars)
- Attend and present at UCF Admission Open Houses (approx. 1 per month)
- Oversee the creation of LEAD Scholars Program presentations and recruitment materials
- Other leadership duties to include:
 - Work up to 15 hours per week in the LEAD Scholars Office
 - Keep detailed files of activities and projects
 - Create positive PR and outreach among other campus constituents

LEB Executive Director

Other requirements of the LEB Director:

- Attend an all expenses paid trip to LeaderShape (Florida state leadership training institute) **May 3-8, 2009**.
- Inform LEAD Scholars of LEB opportunities and motivate them to participate in all parts of LEB
- Aid other LEB Directors in their duties and maintain an active role in the LEAD Scholars community
- Take an active role in promoting the program to high school students
- Facilitate weekly LEB meetings with the other LEB Directors
- Attend weekly meetings with LEB Advisor
- Attend and lead the fall LEB Board retreat, **August 21-22, 2009** (Dates subject to change)
- Other duties as assigned

Unfortunately, if at any time during your tenure you are on LEAD Scholars Involvement and/or Academic Probation or are not in good standing with the University, you will no longer be able to continue in a LEAD Scholars Leadership Position.

LEB Director Applications, which are in the back of the booklet, are due to the LEAD Office by 5pm on Friday, March 6, 2009.

Please sign up for an interview at this time.

Interviews will be held March 19th - March 25th. Interviews are approximately 30 minutes.

LEB Directors

The **Leadership Excellence Board Directors'** primary roles are to work with the LEB Executive Director to assist in the marketing, recruitment and selection of the next class of LEAD Scholars. Serving on the board is a voluntary yet valuable position within the LEAD Scholars Program.

All Directors Must:

- Attend the fall retreat on **August 21-22, 2009**
- Inform LEAD Scholars of LEB opportunities and motivate them to participate in all parts of LEB
- Aid other LEB Directors in their duties and maintain an active role in the LEAD Scholars community
- Take an active role in promoting the LEAD Scholars program to high school students
- Participate in weekly LEB meetings with the other LEB Directors
- Serve during the academic year (fall and spring) with duties and responsibilities including but not limited to the following:

Director of Open House:

- Coordinate LEB volunteers at UCF Open Houses
- Develop Open House PowerPoint presentations
- Train LEB volunteers throughout the year for UCF Open Houses
- Present LEAD Scholars PowerPoint presentation at every other UCF Open House

Director of Selection:

- Maintain LEB phone interview schedule and coordinate phone interview scheduling with the front office
- Assist in the training of LEB volunteers throughout the year for phone interviews
- Inform student volunteers of phone interview and selection schedules
- Organize and run selection meetings with the assistance of other directors and/or program staff

LEB Directors

Director of Marketing:

- Train students to present at their own high schools
- Train students to present at area high schools with LEB
- Develop Marketing PowerPoint presentation
- Work with Director of Promotions to contact area high schools about doing marketing presentations

Director of Promotions:

- Come up with ideas for promotional items to help market LEAD Scholars
- Bring about the creation of promotional materials (e.g., testimonials, giveaways, etc.) for LEAD Scholars
- Work with Director of Marketing to contact area high schools about doing marketing presentations
- Work closely with first year LEB LEAD Scholars class in the spring semester on various projects

Unfortunately, if at any time during your tenure you are on LEAD Scholars Involvement and/or Academic Probation or are not in good standing with the University, you will no longer be able to continue in a LEAD Scholars Leadership Position.

All LEB Director applications are located in the back of this booklet.

All applications are due to the LEAD Office by 5 pm on Friday March 6, 2009.

Don't forget to sign up for an interview when turning in your application.

Peer Mentor

Peer Mentors serve as liaisons between faculty members and first year students. Peer Mentors also act as role models to incoming LEAD Scholars both inside and outside of the LEAD Scholars Program. In order to apply:

- You must have a **current** UCF Cumulative GPA of a 2.5.
- To be selected, you must be in good standing with the LEAD Scholars program and the University and have a UCF Cumulative GPA of a 3.0 by the end of the spring 2009 semester.
- You are required to enroll in the Peer Mentor Academy in lieu of a Foundations of Leadership course on Thursday's at 12:30 - 2:20. **NO EXCEPTIONS!**
- Participate in an overnight Mentor Retreat that is scheduled for **August 21-22, 2009.**
- Spend two contact hours per week with your mentee group in their Introduction to Leadership course classroom and give LEAD Scholar updates to your mentees. In this class you will serve as the LEAD professor's class facilitator. You will be expected to help facilitate the class and assist the professor in their role as they see fit.
- All Peer Mentors are to be actively involved with their mentees through role-modeling, displaying positive behaviors and attitudes, using personal contact (including telephone and e-mail), coordinating social events and leadership development opportunities, and serving as dependable liaisons between the program and the first year students.
- Coordinate one community service project for your mentee group.

Unfortunately, if at any time during your tenure you are on LEAD Scholars Involvement and/or Academic Probation or are not in good standing with the University, you will no longer be able to continue in a LEAD Scholars Leadership Position.

Peer Mentor

- Other requirements and duties will be presented during the selection process and/or in your mentor academy class.

ALL Mentor Applications, which are in the back of the booklet, are due to SU 207 by Friday, March 6, 2009 at 5 pm.

Please sign up for an individual interview at that time.

You must attend a group interview on either Monday March 23rd in SU 218 Key West AB from 5-7pm or Wednesday March 25th in SU 218 Key West D from 4-6pm.

REEL Counselor

REEL Counselors are selected each spring to work during at least the fall REEL Retreat. The REEL Retreat is a 2 day, overnight leadership development and community building program open to 120 first year LEAD Scholars on a first come-first served basis. REEL Counselors are assigned a small group of students to lead through the activities and experiences throughout the retreat. Counselors lead small group discussions, facilitate leadership exercises and activities and serve as a resource of support, guidance and inspiration to new LEAD Scholars. Applications are welcome from all upcoming second year LEAD Scholars who are energetic, creative, and interested in helping someone else get connected with the Program.

REEL Counselor

In order to apply, the following criteria must be met:

- Must be available for the following dates:
 - REEL Counselor Training: **Monday, August 17, 2009** (full day & night with training and on-campus move-in and REEL Social Event)
 - REEL Retreat: **Tuesday–Wednesday, August 18-19, 2009**
- Sign up for a group interview on either **Monday, March 23** or **Wednesday, March 25, 2009**.

Note: LSA Board members, LEB Board members and Peer Mentors will be attending a retreat on **Friday-Saturday, August 21-22, 2009**.

REEL Counselor Applications, which are in the back of the booklet, are due to the LEAD Office by **Friday, March 6, 2009 by 5 pm.**

Also, please sign up for one of two group interview times:
Either **March 23, 2009 from 7:45-9pm** or **March 25, 2009 from 6:45-8pm.**

LSA Executive Director

The **LEAD Student's Association Executive Director** position is a paid student employee of the LEAD Scholars Program. The LSA Executive Director serves as a direct link from the LEAD Scholars program to the LSA. The LSA Director will represent all students of the LEAD Scholars Program, serve as a role-model to all faculty, staff and students at UCF, and meet with students regarding academic, leadership, and service needs.

The Executive Director oversees the directors of the Board directly and all of the committee chairpersons indirectly. The position serves during the academic year (some preparation work during the summer is expected), with specific duties and responsibilities including the following:

Some of the functions of LSA Executive Director include:

- Counsel and lead the LEAD Student's Association Board of Directors
- Attend weekly meetings with LSA Advisor
- Conduct weekly LSA Board meetings
- Provide guidance and direction to meet the goals of LSA
- Work up to 15 weekly office hours in the LEAD Office
- Become knowledgeable of the LEAD Scholars Program curriculum and events
- Other duties as assigned
- Attend an all expenses paid week-long LeaderShape conference in High Springs, FL from **May 3-8, 2009**
- Attend, plan and lead two LSA Board retreats one held in the spring, **April 3-5, 2009** and the fall **August 21-22, 2009**. (Dates subject to change)

Unfortunately, if at any time during your tenure you are on LEAD Scholars Involvement and/or Academic Probation or are not in good standing with the University, you will no longer be able to continue in a LEAD Scholars Leadership Position.

To apply fill out the application in the back of the booklet.

The deadline to turn in an application is Friday, March 6, 2009 by 5 pm.

You will be notified on Tuesday, March 17, 2009 if you have been selected for an interview. Please sign up for an interview time once you have been notified.

LSA Executive Director applicants will interview in front of the Student Leadership Development Staff and the Current LSA Executive Board. Both interviews will be held on Wednesday, March 25, 2009. You must be available to interview in front of the Current LSA Board from 6:30pm-9:00pm on that date .

LSA Board

The **LSA Board of Directors** is composed of second year LEAD Scholars. Serving on the board is a voluntary yet valuable position within the LEAD Scholars Program. The Board of Directors serves the students of the Program by hosting various community events, providing students with UCF networking opportunities, and serving as the voice of the students.

All Directors Must:

- Attend spring retreat on **April 3-5, 2009**
- Attend fall retreat on **April 21-22, 2009**
- Attend a weekly board meeting
- Hold two office hours per week in the LEAD Scholars office at the LSA desk
- Inform LEAD Scholars of LSA opportunities and motivate them to participate in all parts of LSA
- Aid other LSA Directors in their duties and maintain an active role in the LEAD Scholars community
- Serve during the academic year (fall and spring) with duties and responsibilities including but not limited to the following:

Secretary:

The Secretary of LSA is responsible for taking the attendance and minutes of the weekly board meetings. The secretary is also responsible for the LSA weekly publication of upcoming events.

Treasurer:

The Treasurer of LSA is responsible for managing the LSA budget and balancing it regularly, recording revenues and expenditures, dispensing reimbursements, and communicating with LSA board members on the economic state of their budget.

Director of Community Service:

Director of Community Service is responsible for developing and implementing the community service aspect of LSA (including, but not limited to, designing, identifying, and carrying out service projects throughout UCF and the surrounding communities). The Director of Community Service also works very closely with the Director of Philanthropy in all aspects of his/her position.

LSA Board

Director of LEAD Activities:

The Director of LEAD Activities plans, organizes, and executes the large scale events pertinent to LSA. This position has the responsibility of overseeing the temporary committees established to execute these events, which include Boo-ty Bash, Family Weekend, Formal, and the Graduation Dinner. The LEAD Activities Director will also assist in the planning and implementation of the New Board Retreat during the spring semester.

Director of Campus Activities:

The Director of Campus Activities is the official representative of the LEAD Student's Association to other campus organizations, and serves to connect LEAD Scholars with events happening on the UCF campus by organizing and managing the involvement of LEAD Scholars in these activities. An example would include the overall management of Homecoming.

Director of Philanthropy:

The Director of Philanthropy has the responsibility of contacting various Central Florida non-profit organizations to arrange service projects. All philanthropy service projects must serve children under the age of 18 and/or in an educational setting. This director's position also requires you to organize car pools, appoint service captains to help execute service projects, and always be looking for ways to develop new projects. Some of the largest projects for the Director of Philanthropy are Knight-Thon and a reading festival with Frontline Outreach. The Director of Philanthropy will also work hand-in-hand with the Director of Community Service.

LSA Board

Director of Committees:

The Director of Committees is responsible for ensuring that the LSA Committees are being run effectively and efficiently. You must hold bi-weekly meetings with the LSA Committee Chairpersons. The Director of Committees also serves as a liaison for between the LSA Board and Committees, acting as the representative voice to each group. It is also the responsibility of the Director of Committees to maintain the calendar of LSA events. The Director of Committees is also required to attend an all expenses paid week-long LeaderShape conference in High Springs, FL from **May 3-8, 2009**.

For more information regarding LeaderShape, please visit www.leadershape.org or call 1-800-988-5323.

Unfortunately, if at any time during your tenure you are on LEAD Scholars Involvement and/or Academic Probation or are not in good standing with the University, you will no longer be able to continue in a LEAD Scholars Leadership Position.

All LSA Board Applications are located in the back of this booklet.

All applications are due to the LEAD Office by 5 pm on Friday, March 6, 2009.

You will be notified on Tuesday, March 17, 2009 if you have been selected for an interview. Please sign up for an interview time once you have been notified.

LSA Committees

LSA Committee Chairpersons are student volunteers that work to bring events to LEAD Scholars by creating opportunities for empowerment and training members of your committees to apply the leadership skills they learn in their LEAD classes. Committee Chairpersons report to the LSA Board through the Director of Committees.

It is the responsibility of all committee chairpersons to:

- Attend the spring board retreat on **April 3-5, 2009**
- Attend the fall board retreat on **August 21-22, 2009**
- Attend a biweekly meeting with the Director of Committees and hold a biweekly meeting with their Committee
- Create, prepare, and host a minimum of three LSA events per month

Athletic Committee Chairperson:

The LSA Athletic Committee Chairperson is responsible for overseeing LEAD Cup Events, LEAD Intramural Sports and LEAD tailgating events.

Historian Committee Chairperson:

The Historian Committee Chairperson is responsible for managing the LSA Historian Committee and overseeing the development of the LEAD Scholars scrapbook.

Social Committee Chairperson:

The LSA Social Committee Chairperson is responsible for managing the LSA Social Committee, and overseeing development of one large scale social event per month.

Tech Committee Chairperson:

The Tech Committee Chairperson is responsible for managing the LSA Tech Committee and maintaining the LEADStudents.com website. Additionally, they will oversee the direction of the videos for LEAD All Access, LEAD Formal, family weekend and the LEAD Graduation Dinner.

Unfortunately, if at any time during your tenure you are on LEAD Scholars Involvement and/or Academic Probation or are not in good standing with the University, you will no longer be able to continue in a LEAD Scholars Leadership Position.

The Application

Please fill in the information below:

Name: _____

PID: _____

Email: _____

Phone #: _____

Please indicate which **leadership position(s)** you are applying for:

Peer Mentor REEL Counselor

LEB Positions:

- LEB Executive Director
- LEB Marketing Director
- LEB Promotions Director
- LEB Open House Director
- LEB Selection Director

LSA Positions:

- Executive Director
- Secretary
- Treasurer
- Director of Community Service
- Director of Philanthropy
- Director of LEAD Activities
- Director of Campus Activities
- Director of Committees
- Tech Committee Chair
- Athletic Committee Chair
- Historian Committee Chair
- Social Committee Chair

Due to the mandatory LSA, LEB, and Peer Mentor Training Retreats occurring simultaneously, LEAD Scholars may only serve in ONE of the aforementioned leadership capacities.

However, students serving as a member of LSA, LEB, or Peer Mentor may be able to serve as a REEL Counselor as well.

In addition to submitting a college resume and this application, please answer the appropriate questions for each position on a separate piece of paper. Each question requires a minimum of 250 words. You only need to submit one application for all of the positions that you are applying for. Please check all of the positions you are applying for above, attach your resume, position rankings and the associated essays to this application.

All application materials are due by **5 pm on Friday, March 6, 2009** to SU 207. Check the schedule for interview dates and times.

Position Rankings

Please rank the positions you have applied for in the order of your preference, one (1) being the most preferred:

1. _____
2. _____
3. _____

These rankings may be taken into account during the leadership position selection period.

Please do not apply for a position if you are unable to accept it. All LSA and LEB Positions serve for the entire Academic Year.

All Leadership Applications are located on page 16.

All applications are due to the LEAD Office by 5 pm on Friday, March 6, 2009.

Please turn in this page with your completed application.

Unfortunately, if you have already been selected as a Resident Assistant for the 2009-2010 Academic year, RA training conflicts with REEL Retreat held on **August 18-19, 2009** and the mandatory 2nd Year Leadership Retreat held on **August 21-22, 2009**. Due to this conflict, you will not be able to hold a 2nd Year Leadership position.

At the time of this printing, Sorority Recruitment dates for the fall have yet to be finalized. Students planning on participating in Sorority Recruitment may encounter conflicts with the August retreat dates. Please contact Fraternity and Sorority Life to request information about Sorority Recruitment dates and time.

Application Essay Questions

LEB Executive Director

1. Why do you want to be the LEB Director?
2. Describe your style of leading others.
3. What will be the most challenging aspect of the LEB Director position for you and why?

LEB Directors

1. Why do you want to be an LEB Director?
2. Describe your style of leading others.
3. What will be the most challenging aspect of the LEB position for you and why?

Peer Mentor

1. Why do you want to be a LEAD Scholars Peer Mentor?
2. What is one thing that you like most and least about your first year LEAD Scholars experience?
3. What values do you hold that would enable you to be a good Peer Mentor? Please provide specific examples.

REEL Counselor

1. Why do you want to be a REEL Counselor?
2. What characteristics do you have that will make you a good REEL Counselor?
3. *For applicants who previously attended a REEL Retreat:*
What is one thing that the REEL Retreat did to help prepare you for your first semester at in the LEAD Scholars Program and your first semester at UCF?
OR
For applicants who DID NOT previously attend a REEL Retreat: How should the REEL Retreat prepare incoming first year students for the LEAD Scholars Program and their first semester at UCF?

LSA Application Essay Questions

LSA Executive Director

1. Identify and explain one instance at UCF where you performed in a role that demonstrated your abilities that would be utilized in this position.
2. What specific goals do you have for this position and what would you hope to accomplish if you are selected?
3. What assets would you contribute to the Board of Directors and how do you plan to approach the differing group dynamics?

*LSA Director applicants must also obtain 100 signatures of current first-or-second year LEAD Scholars students. Blank signature packets can be picked up at the front desk of the LEAD Scholars office. ALL CURRENT LSA BOARD OF DIRECTORS MEMBERS AND COMMITTEE CHAIRS ARE NOT ELEGIBLE FOR SIGNATURES.

LSA (All Board Positions - Excluding Committee Chairs)

1. Identify and explain one instance where you performed in a role that demonstrated your abilities that would be utilized in this position.
2. What specific goals do you have for this position and what would you hope to accomplish if you are selected?
3. What assets would you contribute to the Board of Directors and how do you plan to approach the differing group dynamics?

LSA (Committee Chairs)

1. Identify and explain one instance where you performed in a role that demonstrated your abilities that would be utilized in this position.
2. What specific goals do you have for this position and what would you hope to accomplish if you are selected?

Question number 3 only applies to the Tech Committee Chair

3. Identify and explain any video or website experience that you have.

Important Dates to Remember

March 2009

- **2nd** - 2nd Year LEAD Scholars Applications Due
- **6th** - All LSA, LEB, Peer Mentor, and REEL Counselor Applications are due by 5pm to SU 207 (LEB, Peer Mentor and REEL Retreat Counselor applicants please sign up for an interview upon turning in your completed application)
- **9th -13th** - Spring Break
- **17th** - Notified if selected for an LSA interview (Please sign up for an interview after you have been granted an interview)
- **19th - 25th** - LSA Board, LSA Committee and LEB Director interviews
- **19th - 25th** - LSA Director and LEB Director Individual Interviews
- **23rd - 27th** - Individual Mentor Interviews
- **23rd & 25th** - Peer Mentor Group Interviews/REEL Counselor Group Interviews (Attend ONLY one day - Refer to page 21 for Group Interview locations and times)
- **25th** - LSA Executive Director Group interview to be held from 6:30pm-9:00pm in SU 207
- **27th** - New LSA, LEB, Peer Mentors, and REEL Counselors Announced

April 2009

- **3rd-5th** - LSA Board Spring Retreat
- **7th** - Second year Graduation Dinner
- **27th** - Last day of regular classes
- **28th** - Finals begin

If you have any questions regarding the dates listed above,
please call the LEAD Scholars Office at 407-823-2223.
We will be very happy to assist you.

All Peer Mentor Applications, which can be found in the back of this booklet or online, are due to SU 207 by Friday, March 6, 2009 at 5 pm.

Please sign up for an individual interview at that time.

You must also attend a group interview on either Monday, March 23rd (5-7pm) in SU Key West 218AB or Wednesday, March 25th (4-6pm) in SU Key West 218D.

REEL Counselor Applications, which can be found in the back of this booklet or online, are due to SU 207 by Friday, March 6, 2009 by 5 pm.

You must attend a group interview on either Monday, March 23rd (7:45-9pm) in SU Key West 218AB or Wednesday, March 25th (6:45-8pm) in SU Key West 218 D.

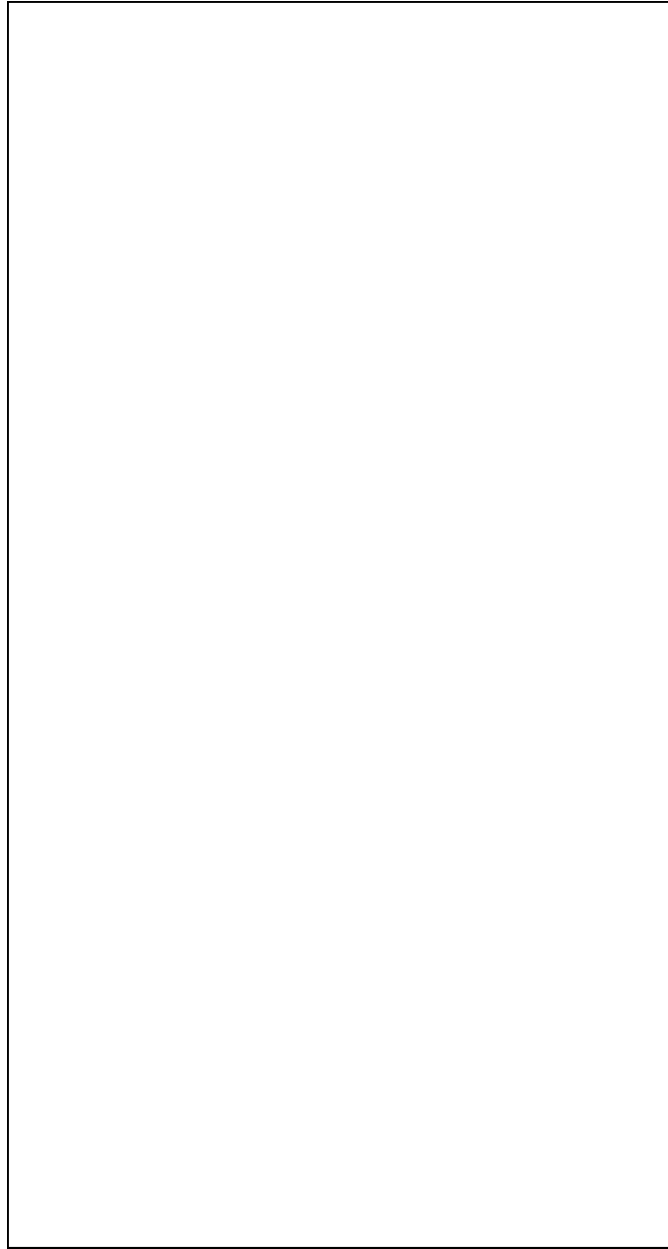
All LSA Applications, which can be found in the back of this booklet or online, are due to SU 207 by Friday, March 6, 2009 by 5pm.

You will be notified if selected for an interview on Tuesday, March 17, 2009. Please sign up for an interview time once you have been notified.

All LEB Applications, which can be found in the back of this booklet or online, are due to SU 207 by Friday, March 6, 2009 by 5pm.

Please sign up for an interview at the time you submit your application.

Brainstorming Page

A large, empty rectangular box with a thin black border, intended for brainstorming ideas. It occupies the central portion of the page.