



Application for UPPSA  
2017-2018 Appointed Board Positions

Due April 14th, 2017

Hello MUPPs,

The newly elected UPPSA Board is looking forward to creating opportunities for student involvement in the 2017-2018 academic year. We need your help to make next year a success! We are looking for qualified candidates to fill the following appointed positions on the UPPSA Board.

**Positions Available:**

- Urban Symposium Coordinators (2 positions)
- American Planning Association Illinois Student Representative
- Alumni Relations Officer
- Events and Marketing Officer(s) (1-2 positions)

You will find descriptions of the available positions at the end of this packet. Visit [uppsa.org](http://uppsa.org) for examples of previous UPPSA activities. To apply, complete the short application below and attach your resume for review. We will announce the newly appointed Board members by Friday, April 21<sup>st</sup>.

**Application Timeline (2017)**

- April 10: Applications distributed to MUPPs
- April 14: Deadline to submit completed applications (end of the day)
- April 15-19: Interviews with Applicants
- April 21: Positions announced

Good luck; we look forward to reviewing your application.

Sincerely,

The 2017-2018 UPPSA Board

## Application - Personal Statement of Interest

Statements shall be made to the attention of the Incoming UPPSA Board and submitted via electronic form.

Applicant Name: \_\_\_\_\_

Applying for (Position Title): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a brief statement of interest describing why you seek the position and any relevant qualifications. Use the space below or submit a separate typed document. Attach additional pages as needed.

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I, \_\_\_\_\_, faithfully submit this Personal Statement of Interest to the Incoming UPPSA President and associated UPPSA board members.

\_\_\_\_\_  
Signature and Date

Please indicate times when you are available for interviews.

Sat, Apr 15	Sun, Apr 16	Mon Apr 17	Tues Apr 18	Wed, Apr 19

**The APA IL Student Representative Shall:**

1. Serve as primary representative to APA-IL and act as voting member of the APA-IL Executive Board from UPPSA.
2. Attend regularly scheduled meetings of APA-IL, reporting back to UPPSA on activities/opportunities.
3. Promote APA and APA-IL opportunities for students (mentor program, project competition, etc.)
4. Manage APA-IL and National Planning Conference reimbursement program (recruitment, promotion, planning).
5. Write section on UPPSA activities to be published in APA-IL annual report.
6. Secure financial support from APA-IL for UPPSA.

**The Urban Symposium Coordinators Shall:**

1. Oversee all planning for the 2018 Urban Innovation Symposium
2. Organize and manage the process of inviting speakers
3. Maintain communication with invited speakers and attendees.
4. Recruit/assemble Symposium planning committee, first-year Symposium assistants, and day of volunteers.
5. Work with UPPSA president/treasurer on funding proposals, budget, and venue requests.
6. Provide updates and communicate needs to ensure a quality event.

**The Alumni Relations Officer Shall:**

1. Collect and publish weekly alumni profiles.
2. Attend CUPPA Alumni Association meetings and report to UPPSA.
3. Assist with planning and communicating mentorship programs.
4. Increase awareness of external opportunities for professional development, including collaborations with alumni and professional organizations.
5. Lead planning for professional development events.
6. Lead planning for alumni fundraising.

**The Events and Marketing Officer(s) Shall:**

1. Plan and promote recurring events, including TOD events and Service Days.
2. Plan and promote once a year events, such as Spring Break trip, PARKing Day, MUPP Madness, textbook exchange, spring break trips, end of year celebrations, etc.
3. Serve on Symposium Committee.
4. Assist with graphic design needs, including flyers and other marketing materials.
5. Market activities through UPPSA website, social media accounts, and newsletter.
6. Maintain and update UPPSA website, including improving SEO.