

LEAD SCHOLARS ACADEMY



LEADERSHIP POSITION BOOKLET 2021-2022

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Introduction

Thank you for your interest in becoming a member of the 2021-2022 Leadership Team in the LEAD Scholars Academy. You will find a listing of each leadership position that is available in this booklet for 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 March 1, 2021 to March 12, 2021 online at <https://lsa.sdes.ucf.edu/positions/>

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

LEAD Scholars Staff

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Leadership Excellence Board (LEB)

All Directors Must:

- Attend a spring transition retreat
- Attend the fall retreat on August 17-18, 2021
- Inform LEAD Scholars of 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 Academy to high school students
- Participate in weekly LEB meetings with the other LEB Directors
- Have a minimum GPA of 3.0 and be in good standing with the program
- Attend a mandatory one hour weekly meeting (date and time will be decided during April retreat)
- Serve during the academic year (fall and spring) with duties and responsibilities including but not limited to the following:

LEB Executive Director

The Leadership Excellence Board Executive Director position is a paid student employee of the LEAD Scholars Academy. 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 Academy, serve as a role model to all faculty, staff and students at UCF.

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 Academy liaison at meetings and events

- Lead the Directors of Marketing, Open House, and Selections (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 Academy 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 Public Relations and outreach among other campus constituents
- Inform LEAD Scholars of LEB opportunities to 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/biweekly LEB meetings with other LEB Directors
- Attend weekly meetings with LEB advisor and work hand in hand with advisor on projects
- Manage the LEB Budget in tandem with the advisor
- Attend Spring LEB Transition Retreat
- Attend and lead the Fall Retreat (REEL RETREAT) August 17-18, 2021
- Work 5 hours per week behind the front desk in the LEAD Lounge
- Other duties as assigned

All application material can be found at:

lead.sdes.ucf.edu/positions

All applications are due by **11:59pm on Friday, March 12, 2021** and must be submitted online at

http://ucf.qualtrics.com/jfe/form/SV_42e3F0GGeRYyW6g

Applicants will be contacted to schedule an interview.

LEB Executive Director Applicants will interview with the LEAD Scholars Staff and the Current LEB Executive Board.

LEB Directors

The Leadership Excellence Board Directors' primary roles are to work with other LEB Directors 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 Academy.

Director of Open House:

- Present LEAD Scholars PowerPoint presentation at every UCF Open House
- Recruit volunteers for Open House Presentation and Showcase.
- Train volunteers throughout the year to present the PowerPoint at presentation and table at Showcase.
- Update Open house PowerPoint Presentation, keep photos updates in PowerPoint throughout the year
- Update LEAD video if necessary
- Coordinate times and dates of all Rosen and UCF Open Houses (and Scholars Day) with LEAD Staff Members
- Create and continue connection with Downtown UCF Open House.
- Work with the Marketing Director to ensure enough promotional items for Open Houses
- Brainstorm and initiate new ideas for virtual recruitment and student engagement on social media

Director of Selections:

- Maintain LEB phone interview schedule and coordinate phone Interview scheduling with the front office (using SignUp Genius as necessary)
- Gather a committee of LEAD Scholars to assist in the application process (phone interviews/grading)
- Assist in the training of LEB volunteers throughout the year for phone interviews
- Run and organize a Google Drive which stores applicant's folders and documents needed for review
- Inform student volunteers of phone interview and selection schedules
- Organize and run selection meetings as needed to update committee on applications
- Update phone interview script if needed

Director of Marketing:

- Develop Marketing PowerPoint presentation
- Train students to present at various high schools within the area or their own
- Present and promote to various high schools all across Florida, at least biweekly
- Order promotional merchandise (highlighters, pens, brochures, etc.) in tandem with advisor and within the LEB budget
- Give and ship out promotional materials to high schools who have been visited
- Brainstorm new ideas of how to market LEAD Scholars to high school students
- Hold committee meetings if needed

All application material can be found at:

lead.sdes.ucf.edu/positions

All applications are due by **12:59pm on Friday, March 12, 2021** and must be submitted online at

http://ucf.qualtrics.com/jfe/form/SV_42e3F0GGeRYyW6g

Applicants will be contacted to schedule an interview.

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 3.0 and have a UCF Cumulative GPA of 3.0 by the end of Spring 2018.
- To be selected, you must be in good standing with the LEAD Scholars Academy and the University.
- You are required to enroll in the Peer Mentor Academy in lieu of an Advanced Leadership course on Wednesdays at 9:30am-11:20am. NO EXCEPTIONS!
- Participate in REEL Retreat that is scheduled for August 17-18, 2021.
- Spend two contact hours per week with your mentee group in their Introduction to Leadership course classroom and give LEAD Scholars updates to your mentees. In this class you will serve as the LEAD professor's class facilitator (TA). 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
- Other requirements and duties will be presented during the Selection process and/or in your mentor academy class.

Peer Mentor application material can be found at

http://ucf.qualtrics.com/jfe/form/SV_42e3F0GGeRYyW6q

Due March 12, 2021 by 11:59pm

You must attend a virtual group interview as part of the application process. Signups for group interviews will be emailed out once online Qualtrics application is completed.

REEL Counselor

REEL Counselors are selected each spring to work during 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 serve 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. Application are welcome from all upcoming second year LEAD Scholars who are energetic, creative, and interested in helping someone else get connected with the Program.

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

- Must be available for the following dates:
 - REEL Counselor Training – Monday, August 16, 2021
 - REEL Retreat- Tuesday through Wednesday, August 17-18,2021

Sign-ups for virtual group interviews will be emailed to you once you have completed the Qualtrics application.

http://ucf.qualtrics.com/jfe/form/SV_42e3F0GGeRYyW6q

Note: LSA Board members, LEB Board members, and Peer Mentors will also be attending REEL Retreat as part of their training

REEL Counselor Applications are due by

Friday, March 12, 2021 at 11:59pm

LEAD Students' Association

All Directors Must:

- Attend Spring Retreat April 2021
- Attend fall retreat on August 17-18, 2021
- Attend a weekly board meeting
- Hold two office hours per week in the LEAD Scholars office
- Inform LEAD Scholars of LSA opportunities and motivate them to participate in all parts of LSA
- Hold a number of LEAD/Impact events, which will be specified
- Aid other LSA Directors in their duties and maintain an active role in the LEAD Scholars community
- Have a min. GPA of 3.0 and be in good standing with the program
- You are required to attend weekly board meetings to discuss LSA matter (meeting times will be decided in the April 2021 retreat)
- Serve during the academic year (fall and spring) with duties and responsibilities including but not limited to the following:

LSA Executive Director

The LEAD Student's Association Executive Director position is a paid student employee of the LEAD Scholars Academy. 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.

LSA Executive Director

The Executive Director oversees the directors of the Board directly. 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 meeting
- 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 Academy curriculum and events
- Work 5 hours per week behind the front desk of the LEAD Lounge
- Other duties as assigned
- Attend, plan, and lead the LSA Fall Retreat (August 17-18,2021) and the spring LSA Transition Meeting (April 2021)
- Attend all meetings with Leadership Development Directors and advisor regarding Leadership Week

All application material can be found at:

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Applicants will be contacted to schedule an interview.

LEB Executive Director Applicants will interview with the LEAD Scholars Staff and the Current LEB Executive Board.

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 serve the students of the Program by hosting various community events, providing students with UCF networking opportunities, and serving as the voice of the students.

Secretary:

- Assist the Executive Director in his/her duties
- Assume the Executive Director's responsibilities in his/her absence
- Coordinate all conferences
- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance
- Keep accurate minutes and records of all meetings
- Maintain an accurate list of members and their contact information
- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to his/her responsibilities to the newly elected Secretary.
- Assist in special projects as assigned by the Executive Director.
- Be responsible for at least 2 events per month
- Work with Director of Marketing to contact area high schools about doing marketing presentations
- Maintain both the LEAD Scholar Holler and monthly E-newsletter
- Update whiteboard and LEAD Portal
- Head the LEAD Student Advisory Council

Treasurer:

- Keep accurate records of all meetings in the Secretary's absence.
- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the

membership at least once per month, and as requested by the Executive Director, Secretary, advisor, or Office of Student Involvement.

- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Executive Director.
- Provide financial records sufficient to allow the advisor or Executive Director to perform audits.
- Provide all documents and records pertaining to his/her responsibilities to the newly elected Treasurer.
- Assist in special projects as assigned by the Executive Director.
- Be responsible for documenting and recording the budget.
- Provide monthly budget updates for the Board.
- The fiscal year for LSA shall begin on July 1 and shall end on June 30.
- Be responsible for at least 2 events per month
- Be Excel Certified
- Provide counseling to directors who do not fully understand their budget limits.

Historian:

- Plan monthly artistic LSA events (at least 2 per/month)
- Be responsible for producing the LEAD Students Association Scrapbook
- Provide all documents and records pertaining to his/her responsibilities to the newly elected Historian Director
- Assist in special projects as assigned by the Executive Director
- Manage all social media and partner with other directors to get information to add on social media.
- Be responsible for one large art event in Fall and Spring
- Be available to photograph major LSA events or find a volunteer who is able to
- Oversee historian committee

Community Service Director:

- Serve as the director that organizes, promotes, and executes community service events.
- Provide all documents and records pertaining to his/her

responsibilities to the newly elected Community Service Director.

- Assist in special projects as assigned by the Executive Director
- Be responsible for 3 events per month
- Update scholars with service opportunities through the maintenance and publishing of the Arrow.
- Organize bi-weekly maintenance of the LEAD Pond (Pond C-1)

Philanthropy Director:

- Organize, manage, and execute community service and fundraising events that involve the LEAD Scholars Academy's associated philanthropies (i.e. Knight-Thon, Relay for Life, etc.)
- Additionally, the Philanthropy Director shall assist with special projects as assigned by the Executive Director
- Provide all documents and records pertaining to his/her responsibilities to the newly/elected Philanthropy Director
- Attend informational meetings for Knight-thon and Relay for Life

LEAD Activities Director:

- Serve as the director that plans, organizes, and executes the large-scale events pertinent to LSA
- Be responsible for overseeing Activities committee established to execute these events.
- Provide all documents and records pertaining to his/her responsibilities to the newly elected LEAD Activities Director.
- Assist in special projects as assigned by the Executive Director.
- Be responsible for 3 LEAD events per month

Campus Engagement Director:

- Serve as the link between the LEAD Students Association and other UCF organizations by providing current information about UCF events, promoting involvement of the LEAD Scholars in such events, and cooperating with other organizations for mutually beneficial projects.
- Provide all documents and records pertaining to his/her responsibilities to the newly elected Campus Activities Director.
- Assist in special projects as assigned by the Executive Director.
- Be responsible for 3 LEAD events per month

Athletic Director:

- Plan athletic LSA events
- Be responsible for producing LEAD Cup events
- Be responsible for registering LEAD Scholars in teams for UCF intramural sports
- Be responsible for producing at least 2 events per month
- Provide all documents and records pertaining to his/her responsibilities to the newly elected Athletic Director
- Assist in special projects as assigned by the Executive Director
- Liaison between UCF athletics and LEAD athletics

Social Director:

- Be responsible for producing at least 8 events per month
- Provide all documents and records pertaining to his/her responsibilities to the newly elected Social Committee Director
- Assist in special projects as assigned by the Executive Director
- Oversee the Socials Committee whose members help in planning LEAD events

Technology Director:

- Plan multi-media LSA events
- Be responsible for updating and maintaining the information on the LEAD Students Association website
- Be responsible for producing videos for major LSA events
- Be responsible for producing at least 3 events per month
- Provide all documents and records pertaining to his/her responsibilities to the newly elected Executive Director.
- Assist in special projects as assigned by the Executive Director.
- Coordinate all spending and facilitation of the LEAD Dollar Auction with the help of Technology Committee.
- Other responsibilities may include assisting with graphic design related projects as needed.

Leadership Development Chairs:

- Two Leadership Development Chairs will be selected for this position
- Each director must host one Impact event per semester
- Be responsible for hosting 1 LEAD event per month

- This director also serves as a liaison between LEAD Scholars and UCF Career Services to set up mock interview sessions and other programs for current LEAD Scholars
- Work in tandem with Student Government to secure funding for Leadership Week
- Research and coordinate professional speakers to present during Leadership Week
- Hold a professional development summit in the fall semester
- Be willing to commit to some work over summer (research and early planning for Leadership Week, committee hiring for Leadership Week)
- Assist in special projects as assigned by the Executive Director
- Communicate with advisor as well as LSA executive director

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Disclaimer

If you will serve as an Orientation Team member or Resident Assistant during 2021-2022, RA Training and O-Team duties conflict with required training dates. Due to this conflict, you will not be able to hold a 2nd Year Leadership position.

At the time of this printing, Sorority Recruitment date for the fall have yet to be finalized. Students planning to participate 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.

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.

LSA and LEB Members must attend a one-hour weekly meeting. NO EXCEPTIONS!

(Date and time of the meeting will be decided on during April retreat)

Peer Mentors must register for and attend the LDR 3215 course during the Fall 2021 semester on Wednesdays from 9:30am-11:20am. NO EXCEPTIONS!

All Peer Mentor application material can be found at
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Due March 12, 2021 by 11:59pm

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Note: LSA Board members, LEB Board members, and Peer Mentors will also be attending REEL Retreat as part of their training

REEL Counselor Applications are due by

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All LSA and LEB applications are due by

11:59pm on Friday, March 12, 2021

and must be submitted online at

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