

University Life Events Council 2018-2019

Mission

The University Life Events Council (Events Council) is a group of students from each school who plan activities that connect students across all Columbia schools. Sponsored by the Office of University Life, their goal is to:

- build community across the University through university-wide social programs and events
- create opportunities for students to connect beyond their schools through student engagement, leadership and programming
- produce events in the areas of Major Annual Event and Traditions, Film, Wellness, Inclusion and Belonging, and Community
- establish promising models for University community traditions

Student Membership Positions & Structure

The University Life Events Council will be made up of a **Leadership Team** of students who are able to play a larger role in the planning and execution of events and programs, **School Liaisons** who will represent their schools and give feedback on University Life initiatives, and **General Council Members** who will be active members of the below committees, as well as serve as volunteers at events.

Leadership Team

The Leadership Team will attend weekly meetings (as needed), that will start with just the leadership team and then open up for general members. These meetings will be used to update the members on event details, to brainstorm for upcoming events, share highlights within schools, and gather volunteers for upcoming events and for committee work. The Leadership Team will be made up of the following positions and committees:

- Chair of Programming - Lead each of the below committees
 - Major Events and Traditions Chair(s) - Talent Showcase, Silent Disco, Low Lounge, etc.
 - Wellness Chair(s) - Wellness Days Study Breaks, Yoga Series, etc.
 - Film Chair(s) - CU Film Series, Citizenship Film Series, Outdoor Movie
 - Inclusion and Belonging Chair(s) - Panels, Cultural Performance Events, Socials, Allyship Event
 - Community Chair(s) - Passive Events (World Compliment Day, Goodie Bags), etc.
- Chair of Administration - Take and share minutes, track attendance and manage archives and memos
- Chair of Marketing and Promotion - Promote events and the Council; recruit others to help with design, photography and videography
- Chair of Membership - Support and build community amongst group and keep track of General Members and Event Volunteers that will be able to join one or more of the above committees.

Recruitment for the University Life Leadership Team will be through an open application process. From this pool, the advisors will conduct interviews to choose leadership with the skills, commitment, and passion for each position. Each event committee will have two co-chairs (ideally one graduate student and one undergraduate student) with the goal of having as many schools represented as possible to ensure that a diverse set of voices are heard in the creation of programming.

Additional Leadership Team Duties:

- Brief check-in meetings with advisor (as needed)
- Attend weekly meetings (approx. 90 minutes) on Thursday evenings from 5:30-7pm with Leadership Team (5:30-6pm) and General Members (6-7pm).
- Attend a one-day Leadership Retreat at the start of each semester to discuss goals, communication and organizational plans (tentatively scheduled for Friday, September 7 and Friday, January 18).
- Staff and attend Events Council programs & events

School Liaisons

School Liaisons are nominated by their school and will attend the first meeting of each month. This meeting is to ensure that liaisons gather information to bring back to their school to promote upcoming events. This meeting will also be an opportunity for University Life to get student feedback on other programs and initiatives and share university-wide updates.

General Council Members

Any Columbia student in good standing can join the University Life Events Council at any time as a General Council Member. General members can participate in any of the event planning committees, volunteer at various events and attend meetings to share ideas.

Advisors

Office of University Life staff will advise the University Life Events Council, which will propose all events for approval. The Office of University Life will provide each committee with a budget for each program. This will be re-evaluated each year and University Life will review feedback and suggestions from Events Council members as the group grows and develops in the years to come.

[Learn more about the University Life Events Council](#)

<http://universitylife.columbia.edu/eventscouncil>

Questions? Contact

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