

# RECRUITING MEMBERS

for the



If you have an interest in college media, want to take part in planning the future of student media at UH Mānoa, and are looking to develop your leadership skills, you are invited to submit your application to serve as a member of the Student Media Board (SMB).

The Student Media Board is one of the five (5) student organizations chartered by the University's Board of Regents and governs the following programs:

- Ka Leo O Hawaii, the campus news organization
- KTUH FM (90.1), the campus radio station
- Hawaii Review, the campus literary magazine
- UH Productions, the campus video production group (UHP)

SMB is comprised of 13 members appointed by the Vice Chancellor for Students. There are nine (9) student positions, two (2) faculty/staff positions, and two (2) members from the professional media community. As an SMB member, you can acquire skills and experience in:

- program development and implementation,
- policy development and evaluation,
- personnel selection,
- meeting management,
- budget planning & development,
- conflict management, and
- strategic thinking and planning.

For service to the campus and greater communities, SMB student members receive a small stipend.

General Board meetings are scheduled once a month and committee meetings are scheduled weekly. Time commitment required is estimated at about 10 - 15 hours/month.

## **TO APPLY, please include the following:**

- Completed application form
- Cover letter addressing why you applied and why you would like to be considered
- A current resume (including 3 professional/academic references – name, phone, email)

Submit a copy electronically to the Student Media Board at [uhsmb@hawaii.edu](mailto:uhsmb@hawaii.edu).

**PRIORITY DEADLINE: Tuesday, November 12, 2019 or until positions are filled.**



**WHAT IS SMB?** The Student Media board is the newly formed student governing board overseeing the student media programs at UH Mānoa: Ka Leo O Hawaii, KTUH 90.1, Hawaii Review and UH Productions. This board is a merged product of the Broadcast Communication Authority (BCA) and the Board of Publications (BOP). The BCA was the governing authority for student-run broadcast and electronic media on the UHM campus. Its charter was approved by the UH Board of Regents in 1982. The BOP was the governing authority for student-run newspaper and literary magazine on the UHM campus. Its charter was approved by the UH Board of Regents in 1967.

**WHO SERVES ON THE SMB?** The SMB is comprised of thirteen (13) members appointed by the Vice Chancellor for Student Affairs. There are nine (9) students, two (2) faculty/staff and two (2) members of the greater community.. Members are appointed for two-year long terms.

**WHAT DOES SMB OVERSEE?** The SMB currently governs the student-run radio station, KTUH 90.3 FM, Ka Leo O Hawaii newspaper, student-run literary magazine Hawaii Review and student-run video productions UH Productions (UHP).

**WHAT DOES THE SMB DO?** The SMB formulates, reviews, and revises policies and guidelines and provides management oversight for student-run print, broadcast and electronic media. The SMB approves the annual budgets for its programs and appoints the programs' editors in chiefs and general managers. It ensures that the programs operate within federal and state laws and regulations within established university policies. In addition, the **SMB along with its programs' staff, participates in short-term and long-range planning to ensure the continued viability of its current programs and to promote new ones.**

**HOW DOES SMB DO ITS WORK?** Full SMB meetings are usually scheduled once a month during the academic year. Executive Committee meetings are also scheduled once a month. Other committees are created to accomplish special tasks. The Chairperson, Vice-Chairperson, Secretary and Treasurer are elected from among the board membership and together comprise the Executive Committee.

**HOW DOES SMB FIT INTO UH-MANOA STUDENT GOVERNANCE?** The SMB is one of the chartered student organizations on the UH-Mānoa campus. The others are: Associated Students of the University of Hawaii (ASUH), Campus Center Board (CCB), Graduate Student Organization (GSO), and the Student Activity & Program Fee Board (SAPFB).

**WHAT ARE THE REWARDS FOR SERVING ON THE SMB?** SMB members gain valuable leadership experience in program development and implementation, policy development and evaluation, personnel selection, meeting management, fiscal monitoring, conflict management, and strategic thinking and planning. Additionally, SMB members serve the campus community, come to know how organizations work, make new friends, impact campus life, and receive a small stipend for their service to the campus community.

**WHY SHOULD YOU BECOME A MEMBER OF SMB?** The future of print, broadcast and electronic media is exciting and challenging. As a SMB member, you can contribute your time, talent, and ideas to promote the very best student-run print, broadcast and electronic media for the entertainment and benefit of the University community and public. SMB members also serve the campus community by being involved in the shared governance by students and faculty that is so important in an academic environment.



### APPLICATION FOR STUDENT MEMBER

Name:\_\_\_\_\_ Preferred phone number\_\_\_\_\_

Address:\_\_\_\_\_

UH ID #:\_\_\_\_\_ Email:\_\_\_\_\_

Class Standing:\_\_\_\_\_ Major:\_\_\_\_\_

Anticipated graduation date:\_\_\_\_\_ Number of credits you are currently carrying:\_\_\_\_\_

1. Are you familiar with the Student Media Board?
2. Share what you know about Ka Leo, KTUH, Hawaii Review and UHP.
3. Why are you interested in applying for the Student Media board?
4. Have you ever served in a leadership role before? Please explain.
5. What skills, knowledge and/or abilities will you bring to the Student Media Board?
6. What knowledge and skills would you like to develop through your involvement with SMB?

7. What other commitments, do you currently have or are involved with that may impact the time commitments you can make to the SMB?

8. Do you check and respond to emails within a 24 hour time-period?

9. Please list your schedule of availability for the semester, including class and work schedule.

10. Please rank the following committees according to your interests.

\_\_\_\_\_ **Personnel Committee** convenes in response to written grievances from members of the organizations the SMB governs.

\_\_\_\_\_ **Training and Development Committee** sets up training sessions based on the needs of the board and its programs.

\_\_\_\_\_ **Policies & Procedures Committee** periodically assesses and updates the policies and procedures for the board and its programs.

\_\_\_\_\_ **Finance Committee** works in conjunction with the board, its programs and respective advisors to determine budgets for the upcoming fiscal year.

\_\_\_\_\_ **Recruitment Committee** chooses new members and helps organize volunteers for other committees.

\_\_\_\_\_ **Strategic Planning Committee** works with the programs to make sure the board and each program are meeting their identified goals.

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