



# LECTURE COMMITTEE APPLICATION

**Application is due by 4:00 PM on Friday, February 24**  
to the Center for Student Involvement & Leadership (145 IMU).

## About the Committee

The Presidential Charter Committee on Lectures is a small group of students (seven), faculty, and staff members that selects and arranges for prominent individuals to speak at the University of Iowa. Our events range from funny to thought provoking to inspirational; but we always aim to stimulate conversation on an important topic within the University of Iowa community.

Student Committee Member duties: weekly committee meetings, weekly planning meetings with the committee advisor, minimum two office hours/week, work as a team with other members to produce successful public events, and communication with lecture agencies as needed to book speakers. No previous experience is necessary. We highly encourage all students to apply.

In addition to the above, each student member will take the lead for at least one lecture. This affords each student the opportunity to plan the itinerary for a visit, lead the committee in arranging logistics, manage media relations, work with other organizational sponsors and co-hosts, and much more.

## Lecture Committee Chair Duties

Organize and lead all lecture committee meetings, serve as the first point of contact for potential partners, and serve as an administrative liaison for the UI campus and community. The person selected for this position will have superior communication and organizational skills, be adept at public relations, be able to work with diverse and potentially controversial issues, possess a strong work ethic, and be dedicated to ensuring the ongoing success of the committee.

Questions? Contact UISG Speaker of the Senate Nicholas Pottebaum  
at [nicholas-pottebaum@uiowa.edu](mailto:nicholas-pottebaum@uiowa.edu) or stop by the UISG Office (260B IMU).

A person with disabilities is encouraged to apply to be on the UI Lecture Committee.  
If you need any assistance in the application process please contact  
Nicholas Pottebaum at [nicholas-pottebaum@uiowa.edu](mailto:nicholas-pottebaum@uiowa.edu) or 319.335.3960.

**- SEE OTHER SIDE FOR APPLICATION FORM -**



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The following application is to become a member of the Presidential Charter Committee on Lectures

**Application is due by 4:00 PM on Friday, February 24** to the Center for Student Involvement & Leadership (145 IMU). After submission and screening of your application, you will be notified to sign up for an interview that will take place on Sunday, March 4.

Full Name: \_\_\_\_\_ Hawks ID: \_\_\_\_\_

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

Area(s) of Study: \_\_\_\_\_ ☐ Undergraduate ☐ Professional ☐ Graduate

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## To apply, please submit only the following:

- ✓ This application form
- ✓ Cover letter that includes the following in one page:
  - Why you are applying for this position?
  - Experience you have related to, or similar to, this position?
- ✓ Résumé

## Lecture Committee Chair

Are you applying for the Lecture Committee Chair position? ☐ YES

If YES, please submit an additional 250-word statement in your cover letter about your leadership experiences and your rationale for seeking the chair position.

If you are not selected to be the Lecture Committee, would you be willing to serve on another university presidential or charter committee? \* If YES, please rank your top three preferences below.

- |                            |                                    |                                  |
|----------------------------|------------------------------------|----------------------------------|
| ___ Campus Planning        | ___ Human Rights                   | ___ Student Judicial Court       |
| ___ Council on Teaching    | ___ Information Technology         | ___ Student Health Services      |
| ___ Diversity              | ___ Parking and Transportation     | ___ University Libraries         |
| ___ Family                 | ___ Recreational Services          | ___ University Safety & Security |
| ___ Financial Aid Advisory | ___ Research Council               |                                  |
| ___ Hancher Auditorium     | ___ Student Elections Commissioner |                                  |

\*Descriptions of each committee can be found at [uisg.uiowa.edu](http://uisg.uiowa.edu).