



UNIVERSITY OF
ARKANSAS

Bumpers College Honors Program

Honors Student Board Application

Job Descriptions

The mission of the Bumpers College Honors Student Board is to provide a student voice for programmatic activities of the Bumpers Honors Program and to enhance student development and leadership skills of its members. The Bumpers Honors Program fosters interaction among Honors students, faculty, and other student organizations, provides liaisons to the Bumpers College Honors Director, Dean, and Associate Dean, and the UA Honors College. The Board also serves in recruitment for the Honors Program.

Honors Student Board (HSB) members serve as representatives of the Bumpers College Honors Program and the College. They are to portray to prospective Honors students, parents, and alumni the philosophy and benefits of participation in the Honors Program of the Dale Bumpers College of Agriculture, Food and Life Sciences at the University of Arkansas. Board members will assist with hosting honors activities with the Bumpers College Deans Office and other student organizations across the College and University.

Board Members commit to attend bimonthly Board meetings and to support and participate in the programmatic activities associated with the Bumpers College Honors Program. These activities may include: information sessions, recruiting, networking, professional development, and social events associated with the Honors Program.

Chair

- Schedule bimonthly HSB meetings.
- Coordinate with Secretary to reserve location for HSB meeting.
- Preside over HSB meetings, ensure meetings are ran efficiently and effectively.
- Serve as a spokesperson for the Board when required.
- Work with faculty, staff, and student organizations across campus to create new opportunities and direction for the HSB.
- Work closely with Director of the Bumper College Honors Program to set strategic directions for the Board and Honors Program.
- Plan and facilitate beginning-of-the-year Board retreat each Fall.
- Work with all members of the Honors Student Board to ensure they are aware of role-specific responsibilities and they are prepared to delegate responsibilities, accordingly.
- Work closely with the Director of Bumpers College Honors Program to identify monthly tasks for the Board and execute those, accordingly.
- Attend monthly faculty meetings.
- Serve as a representative for at least one academic unit you are assigned.

Submit applications electronically to: Bumpers Honors Student Board bhsb@uark.edu

Vice Chair

- Carry out duties as directed by the Chair.
- Preside over meetings in the absence of the Chair.
- Assist in planning and executing the Board retreat.
- Communicate regularly with Chair and other board positions to ensure strategic goals are met.
- Presides over the selection of the Honors Faculty Mentor Award.
- Coordinate with the Graduate Assistant, Honors Program Director, and Honors College to plan Honors Research Conference.
- Serve as a representative for at least one academic unit you are assigned.

Secretary

- Work with Chair and Director of the Bumpers Honors Program to create meeting agendas.
- Record and distribute meeting minutes.
- Work with Chair to schedule location for HSB meetings.
- Coordinate with all Director of Administration and Outreach to ensure events and tasks have adequate HSB presence.
- Assist Chair in ensuring RSO registration process is complete by attending required training sessions.
- Send congratulatory emails on behalf of the HSB to Bumpers College Honor Students distinguished in the Newswire.
- Review website at least quarterly and send needed revisions to the Chair and Honors Program Director.
- Serve as a representative for at least one academic unit you are assigned.

Director of Student Relations

- Create monthly Bumpers Honors Newsletter to highlight student achievements, program events, opportunities, and deadlines.
- Interview a student that has shown outstanding achievement to feature in the Bumpers Honors Newsletter.
- Invite students to attend Honors meetings and events.
- Manage Bumpers Honors Students Facebook page.
- Schedule one-on-one meetings with students in need.
- Focus on retention initiatives for Honors Students.
- Serve as a representative for at least one academic unit you are assigned.

Director of Communication

- Create video boards for all Bumpers College HSB events at least 2 weeks before scheduled event.
- Take photographs of all HSB events.
- Work closely with the Events Director to obtain information about upcoming events for promotion purposes.
- Assist the Director of Student Relations with the monthly newsletter and Facebook page.
- Draft Newswire articles congratulating related to the Honors Program.
- Work with Bumpers College Communication Director for communication of events and activities.

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- Serve as a representative for at least one academic unit you are assigned.

Events Director

- Responsible for the set-up and tear down of each HSB event.
- Coordinate with Director of Outreach and Administration to delegate tasks to HSB members for events.
- Create and purchase a materials list for each HSB sponsored event.
- Inform Director of Communication of details regarding HSB sponsored events for the creation of a video board.
- Inform Director of Student Relations of details regarding HSB sponsored events for the creation of student invitations.
- Plan 2 involvement events for each semester.
- Serve as a representative for at least one academic unit you are assigned.

Director of Administration and Outreach

- Maintain calendar of events and involvement for the HSB throughout the year.
- Coordinate with all board members to ensure events and tasks have adequate HSB presence.
- Coordinate with Secretary to delegate tasks to HSB members for events.
- Work with Events Director to plan 2 involvement events for each semester.
- Coordinate with faculty to organize HSB classroom visits.
- Serve as a representative for at least one academic unit you are assigned.

Honors Mentor Liaison

- Communicate with the student board the needs and requirements of the Honors Mentors.
- Look for ways to incorporate the combination of these two student groups.
- Promote HSB functions to Honors freshmen.
- Recruit mentors to help with HSB events when needed.
- Facilitate HSB shadowing opportunities for freshman Honors students.
- Recruit HSB and mentor applicants.
- Work with Director of Student Relations on retention initiatives.
- Serve as a representative for at least one academic unit you are assigned.

Application Form

Part One: Personal Information

Name: _____ Student ID #: _____

Local Address: _____ Local Ph. #: _____

City: _____ State: _____ ZIP: _____

Permanent Address: _____ Permanent Ph. #: _____

City: _____ State: _____ ZIP: _____

Email Address: _____ Class: (Fr, So, Jr, Sr): _____ Major/Minor: _____

Number of Semesters at the U of A: _____ Expected Date of Graduation: _____

High School: _____ City/State: _____

Other colleges/universities attended:

Name of Institution: _____ Period of Attendance (yrs): _____ Degree: _____

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Positions of Interest:

Top Position of Interest _____

Secondary Position of Interest _____

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Part Two: Resume

Please submit a resume outlining your recent experience. Use the list below as a template for your resume headers. Be sure to include the dates of your involvement, any leadership positions held, etc. If applicable, expand on your involvement in the following areas:

- Bumpers College & Departmental Activities
- University/Campus Involvement and Organizations
- Activities Outside of the University
- Honors and Awards
- Research
- Study Abroad
- High School Activities/Organizations (Note: only first-year students may include high school activities)

Part Three: Personal Statement

Attach a personal statement describing your interest in serving as a board member. Your personal statement should not exceed one typed, double spaced, page. Potential topics to cover include the following:

- What leadership strengths and skills do you bring to the student board?
- Describe the legacy you would like to leave behind for future honors students.
- How do you intend to assess and address the current needs of honors students?

Review:

Your application should include three components:

1. Personal Information Sheet
2. Resume

Note: If you are applying for the Student Mentor Program as well, tailor your resume for the specific duties associated with each program, separately, as opposed to submitting the same resume twice.

3. Personal Statement