

RECRUITING MEMBERS for the UHM STUDENT MEDIA BOARD (SMB)

If you have a strong interest in campus media, want to be part of a discussion about the future of student media at UH Manoa, and are looking to develop leadership skills, you are invited to submit your application for the new Student Media Board (SMB).

The Student Media Board is one of the student organizations chartered by the University's Board of Regents. SMB is the board that oversees:

- Ka Leo O Hawaii, the campus Newspaper
- KTUH FM (90.3), 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 larger community.

Here are knowledge and interpersonal and group decision-making skills you can acquire as a member of SMB:

- experience working with different types of media,
- program development and implementation,
- policy development and evaluation,
- personnel selection,
- meeting management,
- fiscal monitoring and planning,
- 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.

HOW TO APPLY

- Please complete the application form below
- Please attach your resume and availability
- Submit a copy electronically to the Student Media Board at uhsmb@hawaii.edu or bring a printed copy to **Advisor Sandy Matsui at the KaLeo Office in Hemenway 107.**

DEADLINE: **Friday, October 23th 2015** (or until positions are filled)

Student Media Board Application

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 already know about Kaleo, KTUH, Hawaii Review and/or 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.

NOTE: all committee members, along with staff from each program, participate in goal setting for each academic year, long-term strategic planning, and group building and leadership development.

UH Student Media Board

WHAT IS SMB? The Student Media board is the newly formed student governing board overseeing the student media programs at UH Manoa: KaLeo O Hawaii, KTUH 90.3, 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, KaLeo 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-Manoa 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.

Questions? Contact the Student Media Board at uhsmb@hawaii.edu or the SMB Advisor, Sandy Matsui at 956-7043 or matsuis@hawaii.edu for more information.