



Wisconsin Undergraduate Law Review Structure & Promotion

For the 2025-2026 academic year.

For the 2025-2026 Academic Year
Released February 07, 2025



Introduction

This document is our public outline of the WULR Board structure. In this document *Leadership Team* and *Board* are synonymous. It has been modified to include the timeline for promotions. The application will be available on the membership page of the website. All board positions are listed in this document, but only the positions available will appear in the application. You may apply for as many positions as you are interested in.

thewulr.com/members



2025-2026 Leadership Team





Election of the President and Editor in Chief



Application

Application will open on February 10 and remain open **until February 15.**



Invited Interview

Selected candidates will be invited for a casual conversation with current leadership team members about their vision for the organization.



Presentation

Invited candidates will be asked to deliver a 5 minute presentation to the full organization.



All hands vote

The full organization will vote on their preferred candidate for the President and Vice President.

Stage One

Application is open to all eligible members.

Stage Two

Two candidates for President and Editor in Chief will be selected to move forward (four candidates total).



Appointment of Director Level Positions



Application

Application will open on March 10 and remain open **until March 15.**



Finalists Announced

We will invite a select group of candidates to stage two.



Interviews Start

A select group of candidates will be invited for an interview starting the week of March 17 and continuing through the week.



Decisions Announced

The current leadership team will share their decision to the candidates. The organization wide announcement will be made the week we return.

Stage One

Application is open to all eligible members.

Stage Two

A select group of applicants will be invited for an interview starting the week of March 17.



Contents

President →

Editor in Chief →

Vice President →

Director of Editing →

Director of Publishing →

Director of Membership →

Director of Treasury →

Director of Media →

President

Core Collaborative Partners

- Vice President
- Director of Membership
- Director of Media
- Director of Treasury

Key Duties

- Maintain WULR's standing as a Registered Student Organization (RSO) with the University of Wisconsin-Madison [Shared with Editor in Chief].
- Responsible for all assets of the organization including but not limited to, the website, form intakes, social media, podcasting platforms, banking, and collaborative spaces like Microsoft Teams and shared drives.
- Administers board meetings by sending out agendas to the board before each meeting and managing the conversation and deliverables in each meeting. This is done with the Editor in Chief in most circumstances.
- Develop and maintain tools to support WULR's long-term success, including facilitating smooth board member transitions.
- Oversee all administrative functions of the organization.
 - Working with the Vice President, Director of Membership, and the entire social media committee to manage the social media and podcasting accounts.
 - Working with the Director of Membership to ensure successful recruitment of high quality writers at the top of each recruitment cycle.
 - Working with the Director of Treasury to uphold the organization's fiscal responsibility.

Commitment

- Approximately 4-5 hours per week during the off season, 5-6 hours per week during the busy season.

Eligible to Apply

- Associate Editors, Executive Editors, director level positions, Vice President

Editor in Chief

Core Collaborative Partners

- Vice President
- Director of Affairs
- Director of Publishing
- Editors (Journal & TLB)

Key Duties

- Maintain WULR's standing as a Registered Student Organization (RSO) with the University of Wisconsin-Madison [Shared with President].
- Supervise The Journal editorial team. Ensuring that the editing flow is happening correctly and meeting the standards set forth at the beginning of each academic year in the style guide.
- This includes meeting with editors independently to support their work and engaging with them in the event their content is not to standard.
- Supervise The Journal writing team. Ensuring that writing pieces are submitted on time and in accordance with the standards set forth at the beginning of each academic year in the style guide.
- Oversee the published content created by The Legal Beagle team. Ensuring that writing pieces are submitted on time and in accordance with the standards set forth at the beginning of each academic year in the style guide. This includes overseeing the final works by the Director of Affairs.
- Ensuring that the Director of Affairs is correctly fulfilling their responsibilities and upholding the academic integrity of the organization set forth at the beginning of each academic year in the style guide.
- Ensuring that the Director of Publishing correctly fulfilling their responsibilities and actively engaging the writing body through the entire publishing process.
- Support long-term organizational growth and continuity, including leadership development and succession planning.

Commitment

- Approximately 4-5 hours per week during the off season, 5-6 hours per week during the busy season.

Eligible to Apply

- Associate Editors, Executive Editors, director level positions, Vice President

Vice President

Core Collaborative Partners

- Editor in Chief
- President
- Director of Media
- Director of Membership

Directive

To assist the President and Editor in Chief in managing the organization by facilitating meetings, assisting directors, and working to set the semester agendas.

Key Duties

- Acts as the prime sounding board for the President and Editor in Chief for major organizational decisions.
- Works closely with the social media committee and the Director of Media to develop semester strategies.
- Works with the Director of Membership to oversee the recruitment process for new members in the Fall.
- Collaborates with the Leadership Team to address issues and concerns as they arise.

Commitment

- Approximately 2-3 hours per week during the off season, 3-4 hours per week during the busy season.

Eligible to Apply

- All current WULR members

Director of Editing

Core Collaborative Partners

- Director of Publishing
- Associate Editors
- Executive Editors
- Editor in Chief

Directive

To ensure the pieces published at The Legal Beagle uphold the academic and literary standard of the organization by managing the TLB editorial team.

Key Duties

- Oversee the editing process for short-form articles published on The Legal Beagle.
- Collaborate with the editorial team to review and refine content prior to publication.
- Develop and maintain the organization's style guide to ensure consistent quality across all publications.
- Provide mentorship and training to editors and writers, fostering a culture of excellence in writing and editing.

Commitment

- Approximately 2-3 hours per week during the off season, 3-4 hours per week during the busy season.

Eligible to Apply

- All current WULR members

Director of Publishing

Core Collaborative Partners

- Associate Editor in Chief
- Editor in Chief
- Director of Media
- TLB Writing Team

Directive

To manage The Legal Beagle publishing pipeline from initial topics from the writing team to posting the final publication online, making sure publishing is done timely and correctly.

Key Duties

- Track the progress of articles through the editing and publishing pipeline.
- Communicate directly with writers and editors to meet deadlines and ensure membership requirements are upheld.
- Manage submissions and publish content through the website, maintaining formatting and source citation accuracy.
- Uphold and enforce the publishing schedule, ensuring consistent output from The Legal Beagle and other platforms.

Commitment

- Approximately 2-3 hours per week during the off season, 3-4 hours per week during the busy season.

Eligible to Apply

- All current WULR members

Director of Media

Core Collaborative Partners

- President
- Vice President
- Director of Publishing
- Social Media Chairs

Directive

To develop a robust social media plan with the social media committee and oversee its execution as well as managing the planning and production of regular planned podcast episodes.

Key Duties

- Develop and implement a social media timeline and posting schedule.
- Review all social media and podcast content for quality, accuracy, and alignment with WULR's goals.
- Lead the creation and execution of podcast episodes, including topic selection, guest coordination, and post-production.
- Collaborate with the leadership team to promote published content across various platforms.

Commitment

- Approximately 2-3 hours per week during the off season, 3-4 hours per week during the busy season.

Eligible to Apply

- All current WULR members

Director of Treasury

Core Collaborative Partners

- President
- Editor in Chief
- Vice President
- Director of Membership

Directive

To monitor the organization's fiscal responsibility and practices by establishing a budget, monitoring expense requests/authorizations, and strategically raising funds to power the organization.

Key Duties

- Monitor WULR's financial status and provide regular updates to the board.
- Manage the organization's fiscal year budget, ensuring accurate planning and allocation of funds.
- Collect membership dues [in partnership with Director of Membership], if applicable, and explore creative funding opportunities.
- Ensure timely payment of essential expenses, such as website domain renewals and subscription fees.
- Collaborate with board members to align financial resources with organizational priorities.

Commitment

- Approximately 2-3 hours per week during the off season, 3-4 hours per week during the busy season.

Eligible to Apply

- All current WULR members

Director of Membership

Core Collaborative Partners

- President
- Editor in Chief
- Vice President
- Director of Membership

Directive

To develop and maintain a social, collaborative, and comfortable environment for the organization and actively working to engage every member.

Key Duties

- Develop and oversee equitable, efficient, and timely recruitment processes.
- Track member attendance, participation, and adherence to organizational expectations.
- Plan and lead member engagement activities, ensuring a welcoming and professional atmosphere.
- Compile and distribute meeting summaries and relevant materials through platforms like email or Teams.
- Serve as the primary point of contact for membership inquiries, fostering a supportive environment for new and returning members.

Commitment

- Approximately 2-3 hours per week during the off season, 3-4 hours per week during the busy season.

Eligible to Apply

- All current WULR members

