



# ADMINISTRATIVE / PROFESSIONAL COUNCIL

*Illinois State University*

## Foundation Board Representative

Duties	Time Commitment
The A/P Rep will also be invited to a number of University events as a member of the Foundation Board.	Annually
<p>The A/P Rep will be assigned to one of the Board's working committees, as determined by the Board:</p> <ul style="list-style-type: none"> <li>○ Audit Committee,</li> <li>○ Committee on Directors,</li> <li>○ Constitution and By-laws Committee,</li> <li>○ Development Advisory Committee,</li> <li>○ Ewing Advisory Committee,</li> <li>○ Fell Trust Committee,</li> <li>○ Finance Committee,</li> <li>○ Investment Committee.</li> </ul>	As Scheduled
The A/P Rep has voting privileges at the committee level. Conference calls have been utilized in lieu of in person meetings. The Investment Committee tends to be the most active committee.	The meetings are coordinated by Foundation staff and occur as needed per committee work.
The A/P Rep will provide a summary of the Board meeting at the next regularly scheduled A/P Council meeting. The meeting summary will also be posted on the A/P website as part of the meeting minutes.	As scheduled
The A/P Rep should attend all Foundation Board meetings. This position does not have voting rights on official Board action items.	2 hour meetings (Oct, Feb, and June)
The A/P Rep will have the opportunity to address the Board during the Representatives Remarks portion of the meeting. Questions might be directed to the A/P Rep by an individual Board member during the course of the meeting.	As Scheduled

The A/P Rep is the advocate to the Board regarding the A/P Scholarships funded by the Board.	As Scheduled
Attend and actively participate in all scheduled Illinois State University Foundation Board of Directors meetings, representing the issues, positions, and interests of the Administrative/Professional Council.	As Scheduled
Attend and actively participate in all scheduled Foundation Board subcommittee meetings, as assigned by the Executive Director of the Illinois State University Foundation Board of Directors.	As Scheduled
Maintain a historical archive of materials distributed at Illinois State University Foundation Board of Directors meetings for the A/P Council.	As Scheduled
Coordinate/facilitate requests between the A/P Council and the Illinois State University Foundation Board of Directors.	As Scheduled
Positively advocate for fundraising activities of the Illinois State University Foundation Board of Directors and Division of University Advancement.	As Scheduled
Complete other duties on behalf of Administrative/Professional employees as assigned by the A/P Council and/or the other Illinois State University foundation Board of Directors.	As Scheduled
Assist with fundraising activities within the University community, as requested by the Illinois State University Foundation Board of Directors and/or Division of University Advancement.	As Scheduled
Attend donor recognition events sponsored by the Foundation Board of Directors and/or Illinois State University.	As Scheduled

Duty	Time Commitment
Attend all Foundation Board Meetings	2 hrs per meeting (Oct, Feb, June)
Attend all A/P Council Meetings	

Prepare report for A/P Council website	4-6 hrs per month
Serve on subcommittees of Foundation Board	<u>1-2 hours precluding each</u>
Attend additional Foundation Board events	<u>meeting</u>