

**Administrative Council**

**Roles & Responsibilities**

<b>Chair</b>	Provide leadership to AC; meet with the President; provide report to Board of Trustees; serve on President’s Council; work with Secretary to create meeting agendas; lead monthly AC and general meetings; facilitate Board of Trustees nomination process; send communications to unclassified staff via e-mail and Teams; serve as budget authority (approve budget transactions, hosting forms, and procurement card expenditures)
<b>Vice Chair</b>	Support Chair; represent AC if Chair is unavailable; assist in facilitating the election process
<b>Faculty Senate Liaison</b>	Attend Faculty Senate meetings to share AC priorities; in the absence of a Faculty Senate Appointee, provide updates in the general meetings about Faculty Senate discussions and work; bring issues of concern to AC
<b>FOAC Liaison</b>	Attend FOAC meetings and provide updates in general meetings; bring issues of concern to AC
<b>Secretary</b>	Reserve meeting spaces; work with Chair to create meeting agendas; take minutes during AC and general meetings; facilitate election process; lead voting process to select Staff Emeritus
<b>Treasurer</b>	Provide oversight for budget; process payment transactions and documentation (such as hosting forms); serve as procurement card holder
<b>Marketing Officer</b>	Update website and TECHweb tiles as necessary; monitor Qualtrics feedback form and share with AC; maintain brochure and other marketing materials; create Save the Date flyers each month for general meetings; reach out to new unclassified staff members with AC swag and welcome brochure
<b>Relations Officer</b>	Coordinate recognition program; facilitate voting each month; create certificates; e-mail the nominees and their supervisors; facilitate drawing for nominators and connect winner with Tech Nest for prize
<b>Presidential Appointee</b>	Help facilitate discussion and provide university updates as well as insight into leadership perspectives
<b>Faculty Senate Appointee</b>	Provide updates in general meetings about Faculty Senate discussions and work
<b>General responsibilities</b>	Event programming; rotate leading general meetings; promote AC initiatives among unclassified staff