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3.115 Vice Chancellor of University Advancement

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Vice Chancellor of University Advancement Policy 3.115	
Business Management Policies		Effective date: June 1, 2010	
Policy History:	Approved by:	Resolution #	Date:
	Chancellor	N/A	June 1, 2010
Revised (non-substantive):	N/A	N/A	May 1, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of University Chancellor	Chancellor	937-769-1351	Vice Chancellor of University Advancement

I. Introduction and Purpose

The purpose of this policy is to define the authority and responsibilities of the Vice Chancellor of University Advancement for Antioch University.

II. Position Description

The Vice Chancellor of University Advancement is responsible for university-wide integration, collaboration, and coordination of the various offices that deal with advancement: alumni and development. The overall goal is quality and consistency across the system while building an integrated and innovative university.

In support of these goals, the Vice Chancellor focuses on cross-campus collaborations. The Vice Chancellor is directly responsible for development efforts such as fundraising and grant initiatives. The Vice Chancellor is responsible for assisting in building a strong Board of Governors.

III. Essential Duties and Responsibilities

The Vice Chancellor oversees and coordinates Antioch University's advancement initiatives including:

- Working with appropriate legal counsel provides review and draft revisions of University-wide advancement policies for Board approval;
- Working with the various regional campus Development and Alumni groups to share best practices; review draft advancement policies and procedures; plan and coordinate training for themselves and their Boards; and to promote collaboration among the advancement staff;
- Working with the regional presidents provides advice on the selection, training and evaluation of their advancement professionals.
- Planning the annual Development and Alumni retreat.
- Providing some staff support to the Governance Committee of the Board of Governors;
- Provides reports to the Board and other reports as directed by the Chancellor.

IV. Development/Alumni Group

A. Purpose

This group acts as an advisory committee to the Vice Chancellor of University Advancement. It recommends for ULC and Board consideration university-wide policies, procedures and practices in the advancement arena that should be consistent across campuses. It also serves as an information source for any new federal regulations or policies that impact advancement work.

In addition, members of the group share successful ideas, discuss best practices, brainstorm solutions to problems and assist each other in building successful development and alumni relations programs on all campuses.

B. Members

All development and alumni relations professional staff at each campus plus the Vice Chancellor of University Advancement and the Executive Director for University Advancement.

C. Meetings

This group participates in at least nine phone conferences annually. Members will also attend a retreat bi-annually in order to participate in training, build trust and delve into complicated issues in a contemplative setting.

V. Responsibilities Staffing Governance Committee

The Vice Chancellor of University Advancement shall assist the Governance Committee of the Board of Governors in the following ways:

- Identifying, researching and cultivating prospective University Governors;
- Maintaining the central depository of information on potential and recommended candidates and distribute that information to the Governance Committee as appropriate;
- Collaboration with the Committee Chair to prepare meeting agendas;
- Coordinating the orientation, training and evaluation of new Governors;
- Overseeing the University-wide systems that support governance;
- Arranging orientation and training for the Board;
- Being aware of and sharing “Best Practices in Governance and Development” with the Board;
- Drafting and managing the annual solicitation of Governors; and
- Overseeing all gift records pertaining to Board member giving.

The Vice Chancellor reports directly to the Chancellor, serves on the Chancellor’s senior team, and is a member of the University Leadership Council. While not having direct authority and reporting relationships to Antioch campuses, the Vice Chancellor is responsible for enhancing the working relationships among the advancement offices of the campuses and recommending what policies should be consistent across all campuses regarding University advancement areas.

Policy Cross Reference

University Leadership Council	Policy # 3.221
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