



ADMINISTRATIVE / PROFESSIONAL COUNCIL

Illinois State University

Council Chairperson

The Chair of the A/P Council will preside over the A/P Council meetings and provide leadership for the Council in fulfilling its purpose in shared governance.

Administrative Council Responsibilities

Chairperson Duty	Time Commitment
Attend and run all A/P Council meetings. Review minutes for accuracy before they are distributed by the Secretary	4-5 hours per month
Follow-up any issues, concerns or questions derived at the meetings	1 hour per month
Serve on the Campus Communications Committee (CCC). Attend quarterly meetings of the CCC and the Board of Trustees. Help organize the Board of Trustees Coffee Hour topic presenters. Every third year serve as Chair of the Campus Communications Committee.	1-4 hours, four times per year (May, July, October, February)
Attend regular meetings with the President. Inform President of A/P Council initiatives and bring forward A/P concerns or questions.	1 hour, once to twice a month
Upon notification from the Awards Committee and Elections Committee, contact (typically call) award winners and election winners with congratulations.	1 hour in November and March
Announce the A/P Scholarship Awards during Homecoming lunch.	1 hour during Homecoming Week
Work to ensure adequate A/P representation in major decisions affecting A/P employees within the University (including searches for prominent campus positions).	Ongoing
Serve on the Capitol Planning and Budget Team.	1-2 hours, twice a year
Represent the A/P Council and A/P employees on committees and in meetings where representation is requested or warranted. (e.g., Educating Illinois, Diversity, Financial Planning, etc.)	Varies depending upon committee task and timeline assigned
Attend A/P Council sponsored events and programs.	3 hours per month
Represent Administrative/Professional staff at open forums and other large scale campus events.	Varies per semester

Coordinate meetings between the A/P and Civil Service Council executive boards.	15 minutes per month
Other duties as they arise.	As needed