



ADMINISTRATIVE / PROFESSIONAL COUNCIL

Illinois State University

Vice Chair

Vice Chair serves as a back-up to the Chair of the A/P Council and serves as a leader for the Council in fulfilling its purpose in shared governance.

Vice Chair Responsibilities

Estimated time required: Varies from month to month

Duty	Time Commitment
Stand in for the Chair when s/he is not available to fulfill any responsibilities	TBD
Serve as a consultant on parliamentary procedure	TBD
Work to ensure a voice for A/P personnel is heard within the University.	Ongoing
Participate in executive meetings with the Chair and Secretary to plan the agenda and direction of the Council.	Ongoing
In charge of orientation process for new Council members.	2-3 hours
Prepares orientation binders for newly elected A/P Council members	2 hours
Prepares and orders gifts for outgoing council members (July)	1 hour
May attend meetings or perform other duties as a stand-in for the Chair	3-4 hours, as needed
Volunteer for tasks related to the functioning and agenda of the Council	TBD
Attend A/P Council sponsored events and programs.	3 hours per month
Review Constitution annually to identify if changes are needed.	3 hours
Ensure committee chairs review position descriptions each year.	1 hour per year
Represent Administrative/Professional staff at open forums and other large scale campus events.	Varies per semester