CAS Advisory Council

Roles and Responsibilities

1. Meeting Attendance
   
a. Attend a minimum of one formal board meeting per year, in person or by conference call.

   b. Members located in Colorado: attend at least one informal board meeting per year.

   c. Members located outside of Colorado: work with CAS director or other faculty members to host a CAS event in his/her local area each year.

2. Committee Participation/Assignments
   
a. Make serious commitment to participate actively in committee work.

   b. Volunteer for and willingly accept assignments and complete them thoroughly and on time.

   c. Stay informed about committee matters, prepare for meetings, and review and comment on minutes and reports.

3. Networking
   
a. Get to know other committee members and build a collegial working relationship that contributes to consensus building.

   b. Introduce CAS to business leaders, community members, and potential donors.

   c. Help raise visibility and exposure of CAS within the broader community.

4. Fundraising
   
a. Make a personally-meaningful annual contribution to CAS.
b. Identify and introduce potential donors to CAS director for relationship building and donor cultivation.

c. Using information about CAS fundraising priorities as provided by CAS director, work with CAS faculty and staff to set short- and long-term goals, identify appropriate fundraising vehicles (special events, direct mail, phone solicitations, etc.), and provide assistance in meeting goals.

d. Work with CU Foundation fundraising staff in their efforts to raise money on behalf of CAS, including taking the lead in certain types of outreach efforts, such as hosting fundraising parties, etc. or making telephone calls to ask for support.

5. Interface with CAS Executive Committee

The CAS Executive Committee is comprised of the CAS Director, Associate Director, and seven faculty members elected from CAS-affiliated faculty across campus, with a number of ex officio members representing various Asia-related campus entities. Their responsibility is long-term planning for the Center, which includes setting the annual theme, determining curricular priorities, making funding decisions, and applying for external grants and contracts.

Once the Executive Committee has determined the Center priorities, the Advisory Council works on fundraising initiatives supporting those goals.