



Roles, Responsibilities & Expectations for Members of the Center for Asian Studies Advisory Council (CASAC) University of Colorado, Boulder ¹

As noted in its bylaws, the purposes & objectives of the Center for Asian Studies (CAS) Advisory Council (CASAC) are:

- a) To serve as an outside constituency and advisory body for CAS; bringing community perspectives to the Faculty Director and Executive Director of CAS;
- b) To promote the objectives of CAS through personal contributions and fund-raising; encouraging and assisting with resource development through advocacy for state and federal funding, internal campus budgeting, corporate relationships, and private gifts to benefit the Center.
- c) To consult with and to advise the Director and faculty of CAS on CASAC members' individual areas of expertise and interest;
- d) To assist in publicity, public relations and community outreach of the Center.
- e) To provide an avenue of direct liaison between CAS and other constituencies to promote understanding, cooperation, synergy and mutual benefit

To meet these purposes & objectives and to advance the mission, vision, and values of the Center for Asian Studies, the expectations of CASAC members are to:

1) Formal meetings:

- . Attend a minimum of one of the two formal Advisory Council meetings each year.
Members residing inside the U.S. but outside of Colorado will be expected to attend via phone, skype or other social media.
- . Members residing outside of the U.S. are encouraged to join the meetings via skype or social media. In cases where this is not feasible, the Coordinating Committee (CASAC Chair, CAS Faculty Director and CAS Executive Director) will arrange a call after each regular meeting. When members residing outside of the U.S. visit Colorado they will be expected to inform the Coordinating Committee and meet with the Committee and other members as available.

2) Informal meetings:

Members residing in Colorado are encouraged to participate in periodic CAS Happy Hour (CASHH) gatherings

Members residing outside of Colorado are encouraged to organize and host periodic CAS-related gatherings in their local areas, in consultation with the CAS Executive

¹ Having been approved by the CASAC in December 2016, this document supersedes and replaces the earlier document *CAS Advisory Council Roles and Responsibilities*

Director.

2) Committees

- . Actively participate in CASAC committee work, including volunteering for and accepting assignments and completing them thoroughly and on time.

3) Financial support

- . Provide personal philanthropic support, setting a leadership example for all friends of the Center, at a level of at least \$1000 per year over their term on the Advisory Council. The minimum expected level of support will be at least \$500 for the 2016-17 academic year and \$1000 in all subsequent years. Exceptions to the minimum giving level will be made for student members, non-alumni members from nonprofit organizations, those better positioned to “get” rather than “give” major support for CAS and, in rare cases, for members who make substantial contributions to the work of the Center in other non-monetary ways. Requests for exceptions will be submitted in writing to the Coordinating Committee. (CASAC Chair, CAS Faculty Director and CAS Executive Director).

4) Advocacy, Outreach & Partnerships

- . Serve as strong advocates for the Center for Asian Studies by helping to raise funds and participating in or hosting CAS activities.
- . Serve as positive role models through interaction with students, such as mentoring individual students, speaking in classes or at student events, or hosting student interns or projects.
- . Identify and, where appropriate, nurture potential partnerships between CAS and groups beyond CU Boulder interested in supporting and promoting Asian Studies in Colorado.

5) Recruitment

- . Members are encouraged to actively identify potential new members of the CASAC and work with the Coordinating Committee in the vetting and recruitment process.

Term of Office (3 years, renewable at the discretion of the Coordinating Committee)

From: 12/2016 (month/year) to 06/2020² (month/year)

Certification

I have reviewed and understand the roles, responsibilities and expectations of serving on the Advisory Council of the CU Boulder Center for Asian Studies for the term indicated above. If circumstances prevent me from fulfilling any of these expectations, I will inform the current Chair of the Advisory Council so that we can review how best to proceed with my contributions to the Center.

Name (please print)

Signature

Date

² For current members, terms are extended to the end of the 2019-2020 academic year.