



Presidents Leadership Class

UNIVERSITY OF COLORADO **BOULDER**

PLC Board of Advisors Expectations

The following outlines the expectations for the University of Colorado Presidents Leadership Class (CU PLC) Board of Advisors (BoA). By fulfilling these commitments and actively engaging, the PLC BoA members play a crucial role in advancing the mission and success of the CU PLC program.

Commitment and Engagement

- Attend at least 75% of both Board meetings (quarterly) and committee meetings.
- Participate on at least one committee, such as the Executive Committee, Fundraising Committee, Nomination and Governance Committee, Alumni Committee or other Ad Hoc Committee.
- Engage in the Board of Advocates onboarding training (held in August), including student engagement, PLC program course structure, student handbook, BoA and staff expectations, and alumni engagement opportunities.
- Identify, recruit, and cultivate new Board of Advocate members.
- Act in the best interests of the University of Colorado and Presidents Leadership Class program and comply with ethical and legal standards. Disclose any conflicts of interest to the Board Chair or PLC Director.
- Stay informed about the organization's activities, read communications, be prepared for Board meetings, ask questions, and participate fully.
- Respond to PLC BoA or staff communications within 2 business days of receipt.
- Attend at least two (2) PLC special events per year. Examples of special events include Industry Nights, Student Interviews, Senior Send-off, etc.
- Provide annual feedback via a survey on the PLC Director's performance initiated by the Assistant Vice Provost, the supervisor of the PLC Director.

Expertise and Support

- Provide consultation and input on changes to the vision, mission, or values of the PLC program.
- Provide consultation and input on strategic direction and goals in alignment with the PLC vision, mission, and values.
- Provide counsel and expertise to PLC staff to support Board decisions and PLC operations.
- Provide regular opportunities for feedback on PLC programming,
- Advocate for PLC program within the University community including students, faculty and alumni.

Financial and Development Support

- Make a personally meaningful gift annually to PLC
- Assist in outreach to funders by identifying and stewarding potential donors.
- Facilitate contributions from personal or corporate networks.
- Sponsor or purchase tickets to PLC events and encourage others to attend or contribute.

Decision-Making Authority

- The BoA may decide on its own membership, and recruit and elect new Board of Advisors.
- The BoA may change and modify BoA governance including bylaws and policies in alignment with the University's policies and procedures and final consent from the University of Colorado.
- The BoA may govern its Board meeting and determine how to spend time in support of the PLC program.
- The BoA may make decisions regarding alumni programming and partner with external connections to foster PLC programs and opportunities.
- The BoA provides feedback on PLC Director recruitment and hiring decisions. While the BoA can provide counsel and support, ultimate decision-making rests with University of Colorado leadership.
- The BoA provides feedback on PLC programming while the BoA can provide counsel and support, decision making rests with the University of Colorado leadership.

Board of Advocates Expectations of the PLC Staff

- The PLC Director is expected to communicate updates to the BoA in between Board meetings in a professional and timely manner. The following are possible topics to update the Board on regularly: strategic initiative updates, major shifts in academics, course updates, program activities, student reports on their experience in the program.
- The PLC Director will provide key information and materials to the BoA at least 7 days prior to Board meetings for thoughtful discussion.
- The PLC Director will provide the BoA an annual, one-page summary of current PLC programming to support BoA ambassadorship of the PLC program.
- The PLC Director will provide quarterly updates on strategic initiatives and goals.
- The staff will be responsible to implement the strategic plan and request support from the board based on their defined role.
- Staff shall provide calendar invitations and coordinate activities that involve the Board's participation.
- Staff shall coordinate the Alumni Match Program (AMP) annually.
- Staff shall capitalize and leverage BoA expertise and connections for PLC student opportunities and programming.

- All staff shall respond to BoA communications in a timely manner, ideally within two business days of receipt, unless out of office. If the matter cannot be resolved in 2 business days timeframe due to other priorities, the recipient should provide a short response to let the sender know the communication was received and when to expect a response or action.
- The PLC Director will provide the expectations and detail of the PLC budget annually at the August BoA board meeting.
- The PLC Director shall partner with the BoA with fundraising and donor cultivation with PLC alumni.
- The PLC Director shall support the BoA with alumni engagement and outreach.
- The PLC Director shall build a culture of growth and support between the BoA and staff that allows for collaboration and problem solving.