



<b>Job Title</b>	Associate Vice President, Direct Support Organizations	<b>Job Code</b>	OT0813
<b>Pay Plan</b>	A&P Executive Service	<b>Pay Grade</b>	0
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Other	<b>Union Code</b>	0
		<b>Subfamily</b>	Operations

**Job Family & Subfamily Summary**

**Other Professionals** include miscellaneous areas.

**Job Summary**

Works with the University of Central affiliated boards including Direct Support Organizations to implement best practices for board governance, including the recommendations from the Association of Governing Boards report intended to ensure transparency and accountability. Develops and oversees the annual submission of affiliated board reports and compliance with governance best practices for the UCF Chief of Staff Office.

**Representative Duties**

1.
  - Attends all Direct Support Organizations (DSO) board meetings and relevant committee meetings to ensure best practices are embraced
  - Reports to the UCF BOT Audit and Compliance and Nominating Committees and the full BOT as needed regarding affiliated board governance and best practices
  - With assigned legal counsel, assists each DSO in updating bylaws and charters to increase consistency for these documents across UCF
2.
  - Works with the Association of Governing Boards of Universities and Colleges consultant and internal UCF DSO committee to create annual risk management report for each DSO
  - Works with AGB consultant and UCF Finance and Accounting team to create best practice financial reports to Include estimated valuations of use of University facilities, property, and personnel
3.
  - Reviews or prepares memoranda of understanding between each DSO and UCF and refresh these to ensure they address specific use by each DSO of property, facilities, personnel and reimbursements and any future requirements

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
12+ years of relevant experience 5+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**