



Job Title	Board Relations Manager	Job Code	AS0502
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	FLSA Status	Exempt
Job Family	Administrative Management and Services	Union Code	000
		Subfamily	Board Relations

Job Family & Subfamily Summary

Administrative Management and Services Professionals provides administrative support and assistance to one or many departments, administrative areas or executives.

Board Relations Professionals perform high level administrative and clerical functions for the Board of Trustees and other executives.

Job Summary

Responsible for the management of the board’s standing committee relations and operations.

Representative Duties

1.
 - Manages committee liaisons of all board standing committees and has oversight of the board’s standing committees’ operations
 - Staffs all board and committee meetings to anticipate and address the Trustees’ needs
 - Prepares and manages board operating documents, records, board and committee materials
 - Serves as acting recording secretary for the board, responsible for providing executive summaries and minutes at all Executive Committee, full board meetings and retreats
2.
 - Leads the communication to committee liaisons related to policies and operating procedures, ensuring committee materials are submitted as appropriate
 - Provides guidance when new operating procedures are approved by the board
 - Oversees the technology needs of the Board Relations Office, including management of the Board of Trustees website and the board portal
 - Serves as the primary liaison to the Information Technology department to submit requests for Trustees on behalf of the Board Relations Office
3.
 - Manages the budget and operational expenses of the Board Relations Office
 - Processes purchase orders, journals, travel, Foundation/Concession requests, and vendor invoice payments

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years of relevant work experience 4+ years of relevant work experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

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.