



Skyline College President's Council Member Responsibilities

President's Council

The primary role of the President's Council is to provide community input and feedback for the resource development program at Skyline College. Membership of the council includes representatives from business, industry, government, nonprofits and other organizations whose commitment to Skyline College provides a strong base of knowledge and support for the President of the College.

In order to fulfill the above, President's Council members are expected to place Skyline College high on their list of priorities, to lend their expertise and knowledge to Skyline College, and devote sufficient time and energy to assist in the ongoing development of the President's Council.

Council Member Principal Responsibilities include, but are not limited to:

- Provide counsel to the President at Meetings and as needed when contacted in writing, e-mail or by telephone.
- Serve as ambassadors in the community, both informally by remaining knowledgeable and enthusiastic about the College's programs, and formally when requested by the College to represent the College at official functions.
- Provide names of potential community funding or partnership sources on a regular basis.
- Support the College financially either personally and / or through their corporate or institutional affiliation, at an appropriate level.
- Attend all meeting of the President's Council and any committees joined.
- Exercise both expertise and connection on behalf of Skyline College.
- If desired, request opportunities to discuss the Council's programs, goals, activities, and status with the Skyline College President and the Council Chair.

The President's Council shall meet at the call of the President, but no less than four (4) times each year. The Chair is appointed by the President and the Nominating Committee as a result of leadership succession planning. Members of the President's Council will serve two year terms.

Participation in Council Meetings

Attend and actively participate in Council meetings. The Council will meet four times a year and conduct a conference call.

Committee Participation

Serve on committees and / or take on a special assignment as needed. Current committees include: President's Breakfast and Success Summit

President's Council Events (Summit, Breakfast, Retreat)

Attend and support Council events including the President's Breakfast, Success Summit and Retreat.

Philanthropy

Make a contribution at a level that is personally meaningful and possible. Participate actively in engaging members of the community by acting as an ambassador, advocate and asker for Skyline College and the President's Innovation Fund.

Council Development

Bring forward viable candidates to the President and Council.

Notification and Response

Stay in touch and notify the Council of changes in your ability to perform as a Council member. Respond in a timely and professional manner to members of the Council and staff.