

Position Description
Secretary and Chief of Staff to The Regents
University of California

Primary Purpose:

This position plans, coordinates and facilitates the work of the Board of Regents of the University of California to enable it to effectively govern the University.

Reports to:

The Secretary and Chief of Staff to The Regents reports directly to The Regents of the University of California.

Essential Duties and Responsibilities:

Governance Oversight, Support and Planning

- Maintains a broad, high-level view of the University and the Board's stewardship of the University in order to effectively contribute to the work of the Board.
- Facilitates effective governance with long-range planning, communication and problem-solving on significant issues and challenges facing The Regents.
- Supports The Regents' decision-making process by ensuring that members have the necessary information on issues to engage in substantive discussions and to make decisions. Investigates and conducts independent research and analysis in providing information to The Regents.
- Ensures that the Board's activities comply with all pertinent legal guidelines and conform to sound governance practices by engaging in regular consultations with the General Counsel of The Regents.
- Provides governance support to the Board by providing staff support to its Nominating Committee, Special Committee on Regents' Procedures, and designing and facilitating the orientation of new Regents.
- Maintains confidentiality with highly sensitive information related to University matters, senior officials, and Board operations.
- Gives legal notice of all meetings of The Board of Regents and its Committees, fully supporting the University's public transparency requirements.
- Records and keeps minutes of the proceedings of the Board and of all Committees.
- Serves as custodian for the corporate seal and certain other official Regental and other vital corporate records and conducting or assisting others in conducting research of those records.
- Executes, in the name of The Regents, or attesting to, a broad range of documents necessary for the operation of the University.

Expert-level Administrative Support for all Board meetings

- Provides a full range of general administrative support to the Board and the Chairman including planning, preparation and staff support for all Board and Regental committee meetings and events.

- Coordinates material provided to The Regents for action and information items in connection with Regents meetings including reviewing content for completeness, accuracy and responsiveness.
- Actively participates in planning future Regent meetings focusing on priorities and content by setting an annual draft of board agenda topics and participating in setting bi-monthly board meeting agendas.
- Assists the Board and Committee chairs in developing their agendas, providing and overseeing content review of all Regents items, providing and overseeing follow-up on action items from Committee and Board meetings. Oversees staff in providing support for Committee and Board meetings which may include analyzing data and information, tracking issues, following up on actions, and providing other assistance to The Regents.
- Ensures The Regents receive the reports needed to fulfill their governance function by communicating report status, maintaining a schedule, monitoring the report development, and assuring distribution of reports that are to be provided from University departments.

Budget Responsibilities

- Administers the annual operating budget for the Board of Regents, ensuring that expenditures are approved according to University and Regental policies and guidelines.

External and Internal Liaison and Adviser

- Serves as primary liaison between Regents and University administration, working directly with the Board Chairman and the President on a regular basis.
- Informs and advises both Regents and administration on issues, procedures, and board policies.
- Participates in administrative working groups that include Regents as members as requested or required to provide appropriate support to The Regents.
- Advises the Regents and the University's senior administrators and staff regarding Regental policies and procedures.
- Serves as an ambassador of The Regents, responding to communications and events on behalf of the Board and its members.

Special Programs/Initiatives Leadership

- Assists in the execution of board related projects, initiatives and mandates to further the board's fulfillment of its governance responsibilities.

Qualifications:

1. Minimum Education : Bachelor's degree or equivalent experience
2. Minimum Experience: 10 years in high-level corporate administration
3. Preferred Education: Master's level or professional degree in a relevant discipline, for example, law, public policy, business, or equivalent directly relevant experience