

Parent Advisory Board Additional Roles

Chair

- Facilitate Board Meetings
- Represent the Board at public events
- Select designee to preside over a specific meeting if absent
- Other duties as needed

Philanthropy Chair

- Assist with fundraising efforts
- Assist with Social and Experiential Chair's volunteer recruitment efforts
- Seek volunteers for additional events if needed

Social Chair

- Recruit volunteers for UWL social events (on & off campus)
- Present future event ideas
- Help create a welcoming environment for all UWL families

Experiential Learning Chair

- Recruit volunteers for UWL career services/experiential learning events
- Recruit volunteers to discuss their career/graduate school experiences with students

Board Manager

- Act primarily as a board member
- Serve as historian, record all meeting minutes
- Creation and timely distribution of agenda for Board meetings
- Accurate recording and distribution of minutes to fellow Board members