



The University of Texas at Austin College of Natural Sciences

Advisory Council

Mission, Roles, Responsibilities and Volunteer Confidentiality Statement

Mission Statement: *The CNS Advisory Council is an external community of friends and alumni who support, advise, and assist the Dean in accomplishing the college's academic and societal missions.*

As ambassadors, we

- Provide advice and counsel to the Dean and College on important issues affecting the future of the college, programs and external affairs
- Promote the mission by participating in new initiatives that extend our programs to the larger community
- Engage and actively support the fundraising efforts of the College

For the College of Natural Sciences Advisory Council, there are certain basic terms of service and expectations of every active member of the Council. These are enumerated below. Supplemental opportunities to support the College and the Dean's Office will be available each year.

1. Attend the two business meetings of the Council each year of your three-year term (total of 6). The information presented at these meetings enables each member to be well informed about accomplishments, issues, and future directions the College may be taking. Without being current and well informed, it is difficult for a member of the council to help support the Mission of the Advisory Council. Therefore, any member who misses three consecutive meetings may be asked to relinquish their place on the Council.
2. Each member has the responsibility to make a minimum annual gift of \$2,000 to the Dean's Discretionary Fund. This is an important part of our service to the College and the Dean as this fund allows the Dean's office to have flexibility in supporting various un-budgeted needs each year. In addition, each member of the Council is encouraged to make additional, generous gifts in support of the Discretionary Fund or to specific college projects.
3. Beyond making a personal financial gift each year, each member is requested to help facilitate additional fundraising in conjunction with the College's development staff by:
 - Thanking external donors for their support.
 - Hosting receptions in your town.
 - Accompanying the Dean or development officers on donor visits.
 - Identifying potential donor prospects and "opening doors" to those prospects to learn more about the College of Natural Sciences.
4. Volunteer to actively participate on a Task Force or Committee each year. These are working bodies that provide significant support to the Dean's Office in addressing specific, ongoing needs of the College.
5. Help the Membership Committee identify new nominees for active membership on the Advisory Council within the stated geographical and expertise needs of the Council.

As you consider your interests and past experience, please review Membership Service and Involvement Opportunities for the coming year.

Volunteer Confidentiality Statement: I understand that in my capacity as a volunteer I may come in contact with confidential information. I agree to protect this information to the best of my abilities as a volunteer and not to divulge it during or after my service as a volunteer has ended. **MORE INFORMATION ON REVERSE.**

Having read the above expectations of service, I _____ am pleased to serve on the Advisory Council of the College of Natural Sciences and agree to satisfy the basic terms of service.

Signature

Date



The University of Texas at Austin

College of Natural Sciences

Confidentiality Policy for Sharing Alumni, Donor, and Prospect Data with Volunteers serving on College, School, Unit Advisory Councils, Campaign or Development Committees

In fulfilling the advancement mission for The University of Texas at Austin, it is vital that we respect the right to privacy of alumni, donors, and prospects by protecting confidential biographical information and philanthropic involvement with the University. In this regard, the Office of the Vice President for Development has established the following policy for sharing only the necessary data with volunteers who are actively serving on college, school, or unit advisory councils, campaign or development committees, appointed by the president, vice president, or other unit leaders such as deans or directors. These volunteers are involved in the advancement mission of the university, including fundraising efforts, in coordination with the Office of Development and Development personnel in the colleges, schools, and units of the University.

- The use of donor/alumni/prospect data is for the sole purpose and benefit of The University of Texas at Austin. All data provided and collected remains property of the University.
- Unit leaders (Dean, Vice President, Director) and designated staff working directly with the volunteer are responsible for alumni/donor/prospect data provided to volunteers involved with their respective unit.
- After the advancement objective has been accomplished with the volunteer and the information is no longer needed, all alumni/donor/prospect data provided or collected should be disposed in an irretrievable manner, such as by shredding hard copies of reports and/or deleting all digital data from storage devices (i.e. computers, external hard drives, email accounts, etc.) as is routinely done to comply with university security guidelines for alumni and donor data.
- The unit leader responsible (Dean, Vice President, Director) shall insure that each volunteer sign a confidentiality statement if they are provided confidential data in their role as an advancement volunteer.