

# DEAN'S ADVISORY COMMITTEE GUIDEBOOK



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## WELCOME

Use this space to write a welcome form the **school/college** Dean.

## ABOUT THE UNIVERSITY OF MIAMI

The University of Miami is an internationally recognized and renowned private research institution that is much more than a sum of its various parts. With over 15,000 students, nearly 13,100 faculty and employees, and five distinct operating campuses, it is comprised of 12 schools and colleges serving undergraduate and graduate students in more than 180 majors and programs.

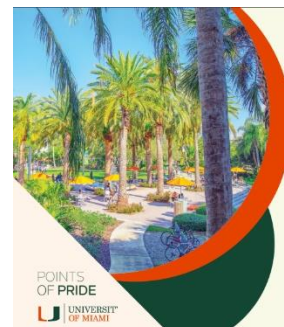
Founded in 1925 by a group of Miami citizens who believed that an institution of higher learning was necessary for the development of their young and growing community, the University has matured into a major research university and academic health system. Located within one of the most dynamic and multicultural cities in the world, the University is a distinctive community with a variety of races, ethnicities, customs, genders, and faiths. Its geographic location uniquely positions the University to be both local and global in outlook and outreach.

The university aspires to be a global university with an intentionally hemispheric strategy, pursuing inclusive engagement as a bridge across the Americas to the rest of the world; to be an excellent university, striving to achieve the highest standards of performance in every aspect of our work; to be a relevant university, connecting scholarship to real-world solutions; and to be an exemplary university, offering a model to society through the steadfast achievement of our mission.

As the second largest employer in Miami-Dade, and third in South Florida the University of Miami is a major economic engine that contributes widely across the local and tri-county region. It serves as an economic driver for further economic activity which affects multiple sectors in the economy. The annual expenditures of the University and its student population are multiplied through additional direct, indirect, and induced economic impacts resulting in increased total economic output, employment, gross domestic product, wages, and state and local tax revenues. In 2011 Bendixen and Amandi International performed an [independent and objective analysis](#) to quantify the economic impact of the University of Miami upon the surrounding tri-county region and local communities, and found that the university economic impact surpasses \$6 billion.

## DID YOU KNOW?

There are many ways to keep up to date with the University of Miami. Each year, the University publishes a document called *Points of Pride* that provides an overview of the accomplishments of the last year. A copy of the most up-to-date publication is included with this onboarding packet. You can also learn about our history, traditions, find additional information and facts about the University by visiting [miami.edu/about-um](http://miami.edu/about-um)



## ABOUT THE [NAME OF THE SCHOOL/COLLEGE]

Include your school/college boilerplate

### THE PURPOSE OF THE DEAN'S ADVISORY COMMITTEE (DAC)

The [school/college] DAC will advise and guide Dean [name of dean] on major issues, future directions, and fundraising efforts. The DAC consists of alumni and friends who represent the community with a focus on building awareness, meeting community needs, and attracting resources.

### THE FUNCTIONS OF THE DAC

- *Consultative* to the Dean on major decisions
- *Supportive* to the school/college philanthropic efforts
- *Attentive* to established and emerging alumni with affinity to school/college
- *"Friend-raising"* to seek and gain functional and financial support through networks
- *Offer* executive feedback and insight to Dean
- *[Add other functions specific to the school/college]*

### CHAIRPERSON OF THE DAC

The Dean appoints the chairperson with input from other members of the DAC as well as department chairs, school/college directors, or faculty members. The term of appointment is one academic year with the option to, upon mutual agreement, renew.

### APPOINTMENT OF DAC MEMBERS

Recommendations for DAC members for the following academic year are made to the Dean by other members of the DAC no later than the end of the spring term of each year. After approval by the Dean, the designated coordinator, or a designated member, will contact the proposed member. Members will be asked to serve a three-year term; initial terms will be staggered to seed the cycle. The total number of members should not exceed fifteen (15).

The Executive Vice President and Provost will review the appointment of members and, if necessary, the Senior Vice President of Development and Alumni Relations.

## [YEAR] DAC MEMBERS

Add a list of current DAC members

## ROLES & RESPONSIBILITIES

The University of Miami depends on the involvement of great volunteers to advance its mission and its philanthropic needs. Your dedication and passion are critical to our success. We are deeply grateful for your commitment to engage with others on behalf of the University.

### MEMBERS

The DAC represents a select group of distinguished business, civic, and philanthropic leaders dedicated to advancing the University of Miami's school/college mission and increasing philanthropic support. The Dean's Advisory Committee will consist of alumni and friends who represent the community with a focus on building awareness, meeting community needs, and attracting resources.

Members of the DAC have the following responsibilities:

### LEAD

- Serve as a member of the University's [school/college] Dean's Advisory Committee for a three-year term.
- Advise the Dean on specific issues and provide feedback on future directions
- Foster a culture of philanthropy amongst committee members
- Implement items co-developed in your volunteer impact plan, which will reflect your personal and strategic action steps.
- Serves in ad-hoc committees, and attend committee meetings

### GIVE

- Donate annually to support the school/college at a leadership level
- Endeavor to increase your giving by making a multiyear pledge or planned gift to establish a permanent legacy
- Inspire others to give by making a philanthropic gift to the school/college fundraising priorities
- Host or sponsor events, gatherings, and meetings
- Be accessible and generous with your time

### CONNECT

- Act as a University ambassador to your network of friends, colleagues, and acquaintances by personally and passionately advocating for the school/college vision and philanthropic needs
- Facilitate relationship-building and generate introductions to potential donors, alumni, and friends
- Ask for financial contributions, as supported by the Division of Development and Alumni Relations

### ENGAGE

- Actively participate in activities to advance the school/college and fundraising efforts
- Be an active school/college spokesperson in person, print, and media outlets
- Participate in local and national [school/college] events

Go to page **XX** to see responsibilities for chair and chair elect.

# DAC SCHEDULE

| Meeting Name | Date | Time | Location |
|--------------|------|------|----------|
|              |      |      |          |
|              |      |      |          |
|              |      |      |          |
|              |      |      |          |

## DAC AND THE CAMPAIGN

During the public phase of a campaign, each school and college selects a DAC member to represent the **school/college** and its campaign efforts.

If selected as “Campaign Lead” volunteer, you will join a small group of the nation’s top business, civic, and philanthropic leaders who serve on the Dean’s Advisory Committee and are dedicated to successfully advancing the **school/college’s** fundraising campaign. As a member, you will provide strategic leadership guidance on campaign planning and implementation to the Dean of the **school/college**. Campaign Lead volunteers focus on advancing the unit’s campaign efforts across the country and around the world by raising awareness through outreach, and engagement by generating financial support. A sample job description for the role of a “Campaign Lead” is provided in the appendices section of this handbook.

## VOLUNTEER COMPACT

The **volunteer compact** is the foundation of the working relationship between the University and you. A volunteer compact clarifies the expectations of both parties in relation to the length of time commitment, confidentiality, training attendance, and adherence to the organization’s policies and procedures. On page **XX**, you will find a volunteer compact, which you should **sign to participate in the DAC and start receiving sensitive information**.

## VOLUNTEER IMPACT PLAN

To fully evaluate the collective contribution and impact of the DAC, the University of Miami has created an Impact Plan form. These plans are customizable and tailored to each member of the DAC. The impact plans are designed to provide a framework to showcase the specific ways in which you will help the **school/college** meet its goals. To start working on your impact plan, go to page **XX**.

# APPENDICES



### CHAIR

The Dean’s Advisory Committee represents a select group of distinguished business, civic, and philanthropic leaders dedicated to advancing the University of Miami’s school/college mission and increasing philanthropic support. The Dean’s Advisory Committee will consist of alumni and friends who represent the community with a focus on building awareness, meeting community needs, and attracting resources.

The chair is the volunteer lead of the [school/college/unit name] and will have the following responsibilities:

#### LEAD

- Advise the Dean on specific issues and provide feedback on future directions in collaboration with the full DAC.
- Co-develop the Dean’s Advisory Committee meetings with the Dean and preside over meetings
- Foster a culture of philanthropy amongst committee members

#### GIVE

- Donate annually to support the [school/college] at a leadership level
- Endeavor to increase your giving by making a multiyear pledge or planned gift to establish a permanent legacy
- Inspire others to give by making a philanthropic gift to the [school/college] fundraising priorities
- Host or sponsor events, gatherings, and meetings
- Be accessible and generous with your time

#### CONNECT

- Act as a University ambassador to your network of friends, colleagues, and acquaintances by personally and passionately advocating for the [school/college] vision and philanthropic needs
- Facilitate relationship-building and generate introductions to potential donors, alumni, and friends
- Ask for financial contributions, as supported by the Division of Development and Alumni Relations
- Touch base with Committee Members between meetings to ensure they are informed, serving as active ambassadors, and have the resources they need to succeed in this volunteer role.

#### ENGAGE

- Actively participate in activities to advance the school/college and fundraising efforts
- Be an active school/college spokesperson in person, print, and media outlets

#### PARTICIPATION:

- Chair the Dean’s Advisory Committee for one academic year with the option to, upon mutual agreement, renew.
- Co-plan and attend all scheduled Dean’s Advisory Committee meetings.
- Prepare a substantive written report outlining recommendations for development and fundraising strategies, as well as an analysis of external outreach and community engagement goals. This report will be shared with the Provost within one month following an in-person meeting.
- Participate in local and national school/college signature events.
- Implement items co-developed in your campaign volunteer impact plan, which will reflect your personal and strategic action steps.



### CHAIR-ELECT

The Dean’s Advisory Committee represents a select group of distinguished business, civic, and philanthropic leaders dedicated to advancing the University of Miami’s school/college mission and increasing philanthropic support. The Dean’s Advisory Committee will consist of alumni and friends who represent the community with a focus on building awareness, meeting community needs, and attracting resources.

The chair-elect has the following responsibilities:

#### LEAD

- Serve as chair-elect of the University’s school/college Dean’s Advisory Committee
- Collaborate with the chair and perform the duties of the chair in the event of an unforeseen absence
- Advise the Dean on specific issues and provide feedback on future directions
- Foster a culture of philanthropy amongst committee members

#### GIVE

- Donate annually to support the school/college at a leadership level
- Endeavor to increase your giving by making a multiyear pledge or planned gift to establish a permanent legacy
- Inspire others to give by making a philanthropic gift to the school/college fundraising priorities
- Host or sponsor events, gatherings, and meetings
- Be accessible and generous with your time

#### CONNECT

- Act as a University ambassador to your network of friends, colleagues, and acquaintances by personally and passionately advocating for the school/college vision and philanthropic needs
- Facilitate relationship-building and generate introductions to potential donors, alumni, and friends
- Ask for financial contributions, as supported by the Division of Development and Alumni Relations

#### ENGAGE

- Actively participate in activities to advance the school/college and fundraising efforts
- Be an active school/college spokesperson in person, print, and media outlets

#### PARTICIPATION:

- Serve as Chair-elect of the Dean’s Advisory Committee for one academic year with the option to, upon mutual agreement, renew.
- The chair-elect, in the absence of the Chair, preside over the DAC meetings and exercise the powers of the Chair.
- Co-plan and attend all Dean’s Advisory Committee meetings.
- Participate in local and national school/college signature events.
- Implement items co-developed in your campaign volunteer impact plan, which will reflect your personal and strategic action steps.



### VOLUNTEER COMPACT

The University of Miami depends on the involvement of great volunteers to advance its mission and its philanthropic needs. Your dedication and passion are critical to our success. We are deeply grateful for your commitment to engage with others on behalf of the University.

#### VOLUNTEER PLEDGE

I believe that being a volunteer leader at the University of Miami means being a role model and following the highest standards of ethical and effective volunteer service. To that end, I commit that, for the duration of my service, I will:

|                |  |
|----------------|--|
| <b>LEAD</b>    | Provide feedback on fundraising strategy and efforts, foster a culture of philanthropy among other volunteers, and represent the institution at meetings and events.   |
| <b>GIVE</b>    | Inspire others to give by making a philanthropic gift. Host or sponsor events and meetings. Generously allocate time and attention to the institution.   |
| <b>CONNECT</b> | Act as a University ambassador within my network by facilitating introductions and building relationships with potential donors. Ask for philanthropic contributions, as instructed and supported by the Division of Development and Alumni Relations. |
| <b>ENGAGE</b>  | Actively participate in activities to advance the University and its fundraising efforts. Be an active spokesperson and travel to strategic events in major markets to advocate passionately for UM's vision and philanthropic needs.                  |

*In addition, as a volunteer, I may be privy to sensitive and confidential information, including information regarding donors, potential donors, and University initiatives. I pledge to use such confidential information only for the purposes for which it is disclosed and to neither disclose it to third parties nor to use it for purposes other than to support the University of Miami.*

#### AS A LEADERSHIP VOLUNTEER, I CAN EXPECT THE FOLLOWING FROM THE UNIVERSITY OF MIAMI:

- A suggested volunteer impact plan to engage my talents and interests.
- Regular updates on the progress of fundraising efforts.
- Opportunities to engage with other volunteers.
- Access to University activities that match my interests.
- A collection of readily available tools and resources to aid me in promoting the impact of generosity and in advancing the mission of the University.
- Opportunities for training and education on philanthropy best practices and trends.
- Recognition of my contributions in advancing the University.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
University of Miami Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name and Title



## VOLUNTEER IMPACT PLAN

**PREPARED FOR: [MEMBER'S NAME]**

TIME PERIOD: [DATE RANGE]

### MY SERVICE TO THE UNIVERSITY

As a volunteer at the University of Miami, I am committed to using my unique talents and interests to further the institution's mission and philanthropic needs. To that end, some of the specific ways I can contribute include:

- ...
- ...
- ...