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## OUR ROLES AND RESPONSIBILITIES AS A QUEEN'S UNIVERSITY COUNCILLOR

The Queen's University Royal Charter and the University Council bylaws outline our formal responsibilities. According to the Charter, the most important role of the University Council is to share its views with the Board of Trustees and the Senate on any matter which affects the well being and prosperity of Queen's.

The role of University Councillor should not be limited to a single day in May. Our contribution to Queen's will be enhanced by becoming more actively involved throughout the year. The following is a more complete job description:

### 1. Be an active participant on Council

- Prepare for the annual meeting and come prepared to participate in discussions.
- Be Prepared to select the Chancellor of Queen's University.
- Exercise your mandate by participating in all on-line votes and elections.
- Be prepared to sit on committees throughout the year.
- Offer your personal and professional networks in support of Council efforts.

### 2. Be an ambassador of Queen's University

- Represent Queen's to other alumni, prospective students and the world.
- Attend Queen's events in your region, where possible.
- Share information/Obtain feedback from other Queen's alumni with regard to campus issues.
- Advocate for Queen's in accordance with its positions when appropriate.
- Mentor Queen's graduates and help them find a job when the time comes - we can be an important element of the Queen's network.

### 3. Be a supporter of Queen's University

- Donate your travel expenses back to Queen's to the maximum extent possible and get a charitable tax receipt. This will reduce your personal expense and will count in full towards your giving record.
- Make an annual financial gift to Queen's. We should aim for 100% participation among University Councillors.

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