

Position Description

APUS

General Information: *Position Title:* University Task Force/Committee, General Member/Lead

Date Revised: 8.5.2022

Synopsis of Role:

University Task Force/Committee, General Members/Leads, are university community members who actively participate in university task forces or other opportunities to provide feedback, to ensure the goals of the task force and the University are met.

University task forces serve to address a specific issue at the institution or to help further the university mission. In addition to task forces/committees, there may be opportunities for the university community to provide feedback, such as participation in roundtable discussions, focus groups, volunteering at events, and serving as a university representative for panels/meetings.

To participate as a Task Force/Committee General Member/Lead, you must be invited by a university representative to join and obtain approval from your supervisor, if employed by the university.

The amount of time required for the role will vary, depending on the scope of engagement, but it is estimated that the role will last between a couple of week to a couple of months. All university community members must also be in good standing to serve as a Campus Leader.

Essential Functions/Intended Outcomes:

While the University Task Force/Committee General Member/Lead role is voluntary, a high-performing member completes the following activities:

- Maintains knowledge about the purpose and expectations of the task force/reason for engagement
- Participates in meetings and events organized as are related to the task force/engagement opportunity
- Fulfills obligations to the task force or engagement opportunity
- Ensures message of engagement opportunity/task force is shared appropriately

Professional Development and Critical Competencies:

- Communication Skills
- Organizational Knowledge and Strategy
- Self-Management
- Administrative and Professional Development
- Critical Thinking and Reflection
- Leadership and Teamwork

Qualifications:

- Active APUS student in good academic standing
- OR an alumnus of the university

- OR University faculty or staff, with supervisor approval
- Registered as a Campus Leader
- Ability to commit the time required for task force/engagement opportunity