**VICE PRESIDENT AND CHIEF OF STAFF**

**Overview**

The Vice President and Chief of Staff is responsible to and reports to the President and oversees the operations of the Office of the President to include management of staff, budget and administration, communication, policies and procedures. He or she advises, supports and counsels the President on policy as well as procedural and operational issues of the institution and implements the President’s decisions and directives. He/she represents the President to executive leadership, campus officials, and external constituents. He or she provides strategic leadership in the area of community and external relations and serves as a visible top-level leader for the institution on behalf of the President. The Vice President and Chief of Staff serve at the pleasure of the President, without fixed term, and performs such duties as are assigned by the President.

**Staff Responsibilities**

As a staff officer, the Vice President and Chief of Staff participates in administrative consideration of all policies, plans, and programs of the Health Science Center.

**Line Responsibilities**

As a line officer, the Vice President and Chief of Staff has general responsibility for planning, staffing, managing, and operating the following areas and functions:

1. Presidential communications in coordination with the Chief Communications Officer.
2. Presidential special events.
3. Sponsorship of community events/organizations.

**Other Responsibilities**

The Vice President and Chief of Staff also:

1. Serves as a member of the Executive Committee of the Health Science Center and other appropriate policy-making bodies.
2. Establishes and appoints (or authorizes the election of) such ad hoc committees or councils for the Health Science Center as needed and appropriate to the responsibilities of the office.