



Secretary and Chief of Staff to the University of California Board of Regents

Job Description

The Secretary and Chief of Staff to The Regents of the University of California is one of the Principal Officers of The Regents.

The Secretary and Chief of Staff is an executive leader who serves as the primary liaison between and among the Regents and the Administration of the University, working directly with the Board Chair, Vice Chair, the President of the University, and with other senior leaders of the Board and University. As executive adviser, the Secretary and Chief of Staff supports the Board in establishing the cadence of Board meetings and in maintaining strong relations with external stakeholders. The Secretary reports solely to the Board.

Governance Oversight, Support and Planning

The Secretary of The Regents must be fully familiar with all activities of the University and have a detailed understanding of the Board's stewardship of the University to effectively contribute to and support the work of the Board. The position ensures that the Board's activities comply with all relevant legal guidelines and, in conjunction with the General Counsel of The Regents, advises the Board on sound governance practices. It provides administrative support to its nominating committee (Governance), and designs and facilitates the orientation of new Regents. It gives legal notice of all meetings of the Board of Regents and its Committees, fully supporting the University's public transparency requirements. It assists effective governance through long-range planning, timely and complete communications, and problem solving on significant issues and challenges facing The Regents.

The position oversees the recording and keeping of minutes of the proceedings of the Board and all of its Committees. It maintains confidentiality with highly sensitive information related to University matters. It serves as custodian for the corporate seal and certain other official Regental and other vital corporate records, and conducts or assists others in accessing or conducting research using these records. It executes in the name of The Regents or attests to a broad range of documents necessary for the operation of the University.

Development and Implementation of Governance Policies and Structure for The Regents

Working closely with The Regent's Governance Committee and the Office of General Counsel, spearhead appropriate research and analysis regarding governance structures for public and non-profit boards in light of recent developments related to Sarbanes/Oxley and make recommendations to the Governance Committee for policy and structural changes.

Working with the Office of General Counsel, review, update, and/or draft a governance charter for consideration by The Regents along with governance charters for each of the Regental standing committees. Together with the General Counsel, the Secretary advises on the University's governing documents and other Regents policies and procedures pertaining to the governance of the University, and provides substantive research, analysis and advice to the Board.

In coordination with the Senior Vice President for Compliance and Audit and Office of the General Counsel, provide regular monitoring of the Board's compliance with promulgated governance policies and guidelines.

Develop an on-going training program for newly appointed and current Regents to provide basic understanding of the roles and responsibilities of individual Regents and new developments in the University that relate to the conduct of The Regents.

Development and Implementation of Policy Analysis Functions on Behalf of The Regents

Working closely with the Office of the President, identify policy development needs required to help the Regents perform their fiduciary responsibility. Build capacity in under-served policy areas, either in concert with the Office of the President, or independently to provide objective analysis to the Regents in performing their fiduciary responsibility.

Working with the Office of the President, identify, develop, and disseminate proactive policy analysis both to enhance understanding of key issues and to improve long-range decision making. Working with the Office of the President, provide policy analysis upon the request of the Regents.

Coordinate Regental Involvement in Advancing Proactive Systemwide Advocacy

Disseminate to the Regents updates on developments in legislation, regulation, or policy that relate to the work of the University. Work with the Regents on appropriate responses thereto, in close coordination with the Office of the President.

Coordinate, together with the Office of the President, the activities of the Regents in interacting with relevant State and Federal elected officials as well as other policy makers on issues impacting the teaching, research, and public service mission of the University.

Expert-level Administrative Support for all Board meetings

Provide a full range of general administrative support to the Board and the Chairman including planning, preparation, and staff support for all Board and Regental committee meetings and events. Coordinate material provided to the Regents for action and information items in connection with Regents meetings including reviewing content for completeness, accuracy, and responsiveness.

Actively participate in planning future Regent meetings focusing on priorities and content by setting an annual draft of Board agenda topics and participating in setting bi-monthly Board meeting agendas. Assist the Board and Committee chairs in developing their agendas, providing and overseeing content review of all Regents items, providing and overseeing follow-up on action items from Committee and Board meetings.

Ensure the Regents receive the reports needed to fulfill their governance function by communicating report status, maintaining a schedule, monitoring the report development, and ensuring distribution of reports that are to be provided from University departments.

Staff Oversight and Budget Responsibilities

The Secretary and Chief of Staff, oversees a staff of 8 individuals in the Regents office. Administer the annual operating budget for the Board of Regents, ensuring that expenditures are approved according to University and Regental policies and guidelines.

External and Internal Liaison and Adviser

Serve as primary liaison between Regents and University administration, working directly with the Board Chairman, Vice Chair and the President on a regular basis. Inform and advise both Regents and administration on issues, procedures, and Board policies. The Secretary is the principal point of contact for communications between and among the Regents and parties outside the University.

Participate in administrative working groups that include Regents as members, as requested or required, to provide appropriate support to The Regents. Advise The Regents and the University's senior administrators and staff regarding Regental policies and procedures.

Serve as an ambassador of The Regents, responding to communications and events on behalf of the Board and its members.

Special Programs/Initiatives Leadership

Assist in the execution of Board-related projects, initiatives, and mandates to further the Board's fulfillment of its governance responsibilities.

Qualifications, Competencies, and Credentials

Required Qualifications

The Board welcomes all candidates who possess the following qualifications:

- Bachelor's degree or equivalent experience
- 10 years in high-level corporate, public or not-for-profit administration
- Leadership experience in an inherently political environment that expects transparency and public accountability
- A record of demonstrating inclusivity: listening to, supporting, and including people at all levels of an organization engaging diverse perspectives and backgrounds
- Strong interpersonal skills to interact effectively, and develop and maintain respectful and productive working relationships with an array of diverse individuals and constituencies
- Demonstrated collaborative leadership skills, highly developed communication skills, and an ability to build strong collaborative relationships among high level-clients and colleagues
- High level professionalism and experience with maintaining the upmost confidentiality in all interactions
- Strong detail orientation and well versed in executive advisory support
- Knowledge, experience and understanding of annual operating budgets, practices, and procedures

Preferred

In addition to the required qualifications, the Board welcomes candidates that have demonstrated additional experience and competencies in any of the following areas:

- 10 years of experience at the University of California or other California relevant experience and/or other major public research University
- Understanding of the University of California's role in California's governmental structure; its policy context, and its three-segment system of public higher education
- Demonstrated experience in governance matters and policies
- Familiarity or understanding of legal requirements applicable to the maintenance and retention of public records
- Demonstrated effectiveness in direct interaction with or in support of an entity's governing board
- Experience supporting a governing board in representing a mission-driven, public-service enterprise to external stakeholders

Application Process

The Board of Regents hopes to complete the selection of the Secretary and Chief of Staff to the Regents late 2022. Review of candidate materials will begin on August 1, 2022 and will continue until the position is filled. For best consideration, please submit materials by September 12, 2022. [The search process is confidential.](#)

Inquiries and nominations should be sent to the University's search consultants at: sectoregentssearch@ucop.edu
To submit an application, please click on the following link: [Secretary and Chief of Staff to UC Regents](#)

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the University of California's complete nondiscrimination and affirmative action policy, please visit this website: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

Appendix: Overview of the University

The [University of California](#) (UC) is a premier institution of higher education and is recognized nationally and internationally for excellence in teaching, research, and public service.

The UC system includes more than 250,000 students, 200,000 faculty and staff, 60,000 retirees, and some two million alumni. It comprises 10 campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz—all providing world-class educational and research opportunities and generating a wide range of benefits and services that touch the lives of Californians every day. Thousands of California jobs, billions of dollars in revenues, and countless everyday household items—from more plentiful fruits and vegetables to compact fluorescent light bulbs—can be traced back to UC discoveries. Similarly, many of the state's leading businesses have connections to UC. These companies either market products based on technology developed by the University, were founded by UC faculty or alumni, or are headed by UC graduates.

The research component of UC has pioneered multiple discoveries and advancements in agriculture, medicine, technology, and the environment. UC faculty combine their roles as teachers and mentors with research and scholarship in arts, humanities and social sciences that brings recognition throughout the nation and the world. There are approximately 22,000 faculty members, of whom 59 percent are Academic Senate members. Included among the faculty have been 61 Nobel Prize winners, 67 recipients of the National Medal of Science, 342 members of the National Academy of Sciences, and 179 members of the National Academy of Medicine.

UC's six medical centers (Davis, Irvine, Los Angeles, Riverside, San Diego, and San Francisco) support the research and clinical teaching programs of the University's medical schools. The medical centers provide a full range of health care services in their communities and are sites for the development and testing of new diagnostic and therapeutic techniques. Collectively, these centers comprise one of the largest health care systems in California, and each year experience approximately 167,000 inpatient admissions, 356,000 emergency room visits, and more than 4.5 million outpatient visits. In 2013, UC Riverside School of Medicine was established to address a shortfall of health care professionals in Inland Southern California.

UC directly manages the United States Department of Energy's Lawrence Berkeley National Laboratory (LBNL). Founded on the Berkeley campus in 1931 as an interdisciplinary research center, LBNL presently includes approximately 4,000 staff plus an additional 4,500 guest researchers and has an annual budget in excess of \$800 million. In addition, the University shares oversight responsibility for Los Alamos National Laboratory and the Lawrence Livermore National Laboratory.

UC's Division of Agriculture and Natural Resources (ANR) is the bridge between local issues and the power of UC Research. ANR's advisors, specialists and faculty bring practical, science-based answers to Californians, provide farmers with scientifically tested production techniques and Californians with increased food safety. ANR has 57 local offices throughout California with 173 advisors, 9 Research and Extension Centers, 8 statewide programs, and 2 institutes. In addition, ANR has 700 academic researchers in 40 departments at 3 colleges and 1 professional school.

The University is governed by a Board of Regents consisting of 26 members, 18 of whom are appointed by the Governor for 12-year overlapping terms. The Board also has one student member appointed by the Regents for a one-year term, and seven ex-officio members, including the Governor, Lieutenant Governor, Speaker of the Assembly, Superintendent of Public Instruction, two Alumni Regents, and the President of the University. The Chair and Vice Chair of the Academic Senate sit on the board as non-voting members. The Provost-EVP has substantial interaction with the Board of Regents, especially its Academic and Student Affairs committee, and with its individual members.

Systemwide management of the University of California is assigned to the Office of the President (OP) based in Oakland, California. The Office of the President manages the University's multi-billion-dollar operations and investments. It oversees medical centers and national labs. It provides centralized labor relations and legal services. And it promotes the well-being of its diverse and large workforce through centralized benefits and retirement programs. The Office of the President coordinates activities that allow a complex and unique system to operate efficiently as one university, furthering its public interest, academic and research missions. It oversees and manages programs that serve the entire university system, allowing campuses to capture the savings and efficiencies that come from centralized operations.

The Academic Senate carries out shared-governance responsibilities established by the Regents. The Senate is empowered by the Regents to exercise direct control over academic matters of central importance to the University – to determine academic policy, set conditions for admission and the granting of degrees, authorize and supervise courses and curricula, and advise the administration on faculty appointment, promotions, and budgets. The Systemwide Academic Senate and the 10 Divisional Senates provide the organizational framework that enables the faculty to exercise its right to participate in the University's governance. The faculty voice is formed through a deliberative process that includes the Standing Committees of the Senate, the Academic Council, the Assembly of the Academic Senate, and their Divisional counterparts. Consultation with the senior administration occurs in a parallel structure: at the systemwide level between the Academic Council Chair and the President and the Provost, as well as other senior leaders; and on the campus level between the Divisional Senate Chairs and the Chancellors. The Chair and Vice Chair of the Academic Senate and its systemwide staff reside in the Office of the President, and its executive body, the Academic Council, and systemwide policy committees meet in Oakland.