

## **Position Description**

### **Executive Vice President**

#### **Association of Universities for Research in Astronomy**

##### **A. ROLE**

The Executive Vice President serves as the Deputy to the President. In this capacity, the Executive Vice President assists and serves as an alternate for all responsibilities of the President, including acting as an ex officio member of the Board of Directors and Management Councils, implementing policy decisions of the Board, and maintaining effective working relationships with funding agencies and AURA Member Institutions.

##### **B. SPECIFIC FUNCTIONS**

In fulfilling the foregoing role, the Executive Vice President shall:

- 1) Assist the President in implementing all policies established by the Board and keeping the Members of the Board fully informed on all important matters affecting the quality and financial integrity of AURA and the Centers it manages;
- 2) Assist the President in providing management oversight of the AURA Centers;
- 3) In collaboration with the President and Center Directors, represent the needs and scientific opportunities of the AURA Centers to senior levels of Federal agencies;
- 4) Assist the President in establishing and maintaining effective relationships with governmental bodies, especially those with whom the Corporation has contractual relationships;
- 5) Assist the President in communicating, as appropriate, AURA's advocacy for a strong national astronomy program;
- 6) Identify appropriate additional activities for AURA, which are in the national interest and in the interests of its sponsoring institutions and the academic community;
- 7) Assure that Center planning is consistent with AURA Board and funding agency guidelines;
- 8) Facilitate communications between the President, Center Directors, and the Board;
- 9) Carry out special initiatives at the direction of the President

##### **C. ADMINISTRATIVE REPORTING**

The Executive Vice President reports to the AURA President.