

DuPage Higher Education Service Council

Roles & Responsibilities DRAFT – 2021

This document outlines roles and responsibilities for member institutions, their associated faculty, staff, and students, nonprofit partners, and Campus Compact and Giving DuPage.

All Council participants agree to:

- Engage with Giving DuPage in its role as the County’s volunteer center
 - Recognize Campus Compact’s role in supporting higher education to fulfill its public purpose
 - Recognize VISTA’s role as it relates to addressing poverty in the community
 - Report on projects and associated outcomes through the [Partnership Projects Sharing Form](#)
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HIGHER EDUCATION

Institution Members

1. Engage in Council service opportunities through the [DHESC Volunteer Portal Group](#).
2. Give permission for your school’s logo to be represented on the Council webpage.
3. Designate “Faculty/Staff Representative(s),” “Student Representative(s),” and “Nonprofit Point-of-Contact(s).”
4. Recruit students and establish student responsibilities/expectations.

Student Representative(s)

2-5 students per institution. Any student can participate through the [DHESC Volunteer Portal Group](#).

1. Attend quarterly meeting and provide support and feedback to the Council.
2. Act according to their institution’s responsibilities/expectations.

Faculty/Staff Representative(s)

1-2 faculty/staff per institution (preferably 1 faculty & 1 staff).

1. Attend quarterly meeting and provide support and feedback to the Council.
2. Ensure active student participation and accountability for their institution.
3. Address school-specific questions of student participants.

Nonprofit Point-of-Contact(s)

1-2 faculty/staff per institution; Seeking employee responsible for community engagement, if position exists.

1. Act as first point-of-contact for nonprofit partners seeking collaboration with your institution.
2. Agrees to have their contact information publicly shared on the Council webpage.

NONPROFIT PARTNER

1. Share needs with DuPage Higher Education Service Council members through the Giving DuPage Volunteer Portal.
2. Actively engage in Council partnership projects.

GIVING DUPAGE

1. Host and facilitate the DuPage Higher Education Service Council.
2. Guide and support higher education members and nonprofit partners to ensure Council success.
3. Host the DuPage Higher Education Service Council LinkedIn Group.
4. Host the DuPage Higher Education Service Council group on its Volunteer Portal.

CAMPUS COMPACT

Campus Compact

1. Support in hosting and facilitating the DuPage Higher Education Service Council.
2. Support Higher Education Council Members in serving the local community, as appropriate.

AmeriCorps member

AmeriCorps member exists for 3 years at which point responsibilities will be transitioned to the Council.

1. Serve as Project Manager for the DuPage Higher Education Service Council Initiative.
2. Facilitate, support, and guide the Council toward success.
3. Develop tools to support and track Council progress and efforts.
4. Represent Giving DuPage, Campus Compact, and AmeriCorps VISTA.