

STATE OF HAWAII
UNIVERSITY OF HAWAII

OCT 1979

BOARD OF REGENTS
(Chart A)

MAJOR FUNCTIONS

The Board of Regents acts as the governing board for the statewide public higher education system and public vocational education program. The Board of Regents' members also serve as members of the Hawaii State Post-Secondary Education Commission. In exercising its broad powers in these areas, the Board formulates educational and administrative policies and maintains control over the Statewide operations through the President of the University of Hawaii.

Secretary of the Board of Regents

Provides the necessary planning, coordination, and administrative support services to the Board.

- . Prepares, approves, and distributes the agenda for each of the regular, special, and committee meetings of the Board.
- . Prepares minutes and reports for each of the regular, special, and committee meetings of the Board.
- . Researches and analyzes policy proposals submitted to the Board.
- . Responsible for securing requisite information from the University administration when reviewing and analyzing policy proposals.
- . Analyzes and answers correspondence directed to the Board.
- . Reviews rules and regulations affecting the University of Hawaii in accordance with the Hawaii Administrative Procedure Act and prepares legal notices to comply with the Act.
- . Serves as a liaison between the administrative staff and the Board of Regents.

- . Keeps and maintains the official records of the Board of Regents.
- . Provides other necessary administrative and secretarial services to facilitate the conduct of Board of Regents' business and functions.