

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
VICE PRESIDENT FOR UNIVERSITY RELATIONS

MAJOR FUNCTIONS

This office serves to establish an appropriate interface and strategy for significant activities involving the media, legislature, alumni, and public-at-large. Internally, this office will promote understanding and mutual respect.

Public Affairs

- Exercises general direction and control over communications and events management.
- Assists the Vice President in public relations activities promoting the University of Hawai'i. Establishes and maintains effective lines of communication with a variety of external University constituencies, e.g., the media, foundations, state and federal agencies, public agencies and various groups outside the University.
- Apprises executive team members, Regents, and other administrators of hearings, meetings, and other activities.
- Plans, prepares, coordinates and provides administrative support for Mānoa campus events, e.g., commencements, convocations, etc.
- Designs, coordinates, and monitors the dissemination within the University of information relating to programs and activities.
- Administers and directs the University's public and media relations programs.

Alumni Affairs

- Coordinates the development of policies, procedures and operating guidelines and understanding between the University of Hawai'i alumni programs and activities and the University of Hawai'i Foundation.
- Provides guidance and general supervisory control on the design, development and implementation of alumni and general fundraising programs and activities.
- Advises and serves as the University's key resource on alumni policies, programs and administration.
- Serves as the University's representative at meetings with senior executives, alumni groups, legislators, other state agency directors and officials and representatives of the general public on controversial matters relating to University-wide alumni affairs and administration.
- Develops appropriate administrative procedures and operating practices to ensure conformity with applicable state law and University policies, rules, regulations, and procedures
- Reviews and evaluates program operations and develops, revises, or drafts revisions or applicable policies, procedures, and rules and regulations.

- Advises University executives, colleges, and schools within the University system on alumni program organization, development, and activities.

Communications

- Administers and directs the University's public and media relations and information dissemination programs.
- Prepares media releases, speeches, scripts, and other written and verbal information for distribution to the electronic and print media or for presentation by University executives.
- Advises University executives on public and media relations.
- Reviews public and media relations programs for the purpose of developing or revising policies, procedures, and program goals and objectives.
- Develops and maintains effective working relations within and outside the University with a variety of individuals and groups, formal and informal, interested in or associated with the University.
- Directs staff in the preparation, editing and production of a variety of publications for distribution within and outside the University.

Events Management

- Planning UH special events, as such advises the UH President, Regents, and other administrators to determine problems and solutions for successful public events.
- Advising event participants, such as the UH President, Regents, and honorary degree recipients, deans, community members and others on their roles at ceremonies, including writing speeches, and detailed scripts.
- Supervising the logistics for special events which includes coordinating the work of caterers, security, parking attendants/valets, maintenance workers, tent rental companies, bus rental companies, lei vendors and numerous others.
- Planning all phases of major events, designing invitations, developing mailing lists, planning menus, coordinating the work of caterers.

Legislative and Administrative Affairs

- Coordinates legislative program of the University to ensure submission of legislative proposals and preparation of appropriate testimony and responses to bills and resolutions.
- Coordinates all aspects of compliance Chapter 92F, HRS, Uniform Information Practices Act. Primary contact between the University and Office of Information Practices and work with the University deans, directors and administrators on matters relating to the Act.
- Plans, prepares, coordinates and provides administrative support for fiscal and personnel requirements for the Office of the Vice President for University Relations.