

**UNIVERSITY RESIDENCES PARENT ADVISORY COUNCIL  
(URPAC)  
POSITION DESCRIPTION**

*Principle Mission*

The members of the University Residences Parent Advisory Council (URPAC) for Purdue's University Residences provide volunteer leadership for parent engagement and cultivation activities.

*Membership*

The Parent Advisory Council shall consist of no less than twelve (12) members and will be invited to serve at the discretion of the University Residence Director. Candidates will be selected based on their ability and willingness to provide leadership and provide necessary links with other alumni and friends who are able to engage in leadership and support University Residences.

Length of tenure: Charter Members will be asked to serve a two-year term. Subsequent members will be asked to serve a minimum one-year term.

*Responsibilities*

1. Serve as the governing body for University Residences Parent Association.
2. Advise the UR Director and other UR administrators about strategic issues facing the department.
3. Serve on committees as requested to address activities in University Residences.
4. Act as an advocate for University Residences programs and, as appropriate, serve as a leader for the Department and/or the Division's overall objectives.
5. Assist in the identification, recruitment, and participation of other key volunteers.
6. As requested, provide feedback on marketing and communication materials.
7. Attend two URPAC meetings per year and, when appropriate, other events sponsored by University Residences.
8. Support the Parent Association by giving a minimum gift of \$25.00 dollars at the Parent Association gift giving level.
9. Participate in a minimum of one of the following areas:
  - Write a feature article in Hallways Express (on-line newsletter)
  - Assist in hosting a parent reception in your home town
  - Work two volunteer opportunities during the year