

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 1	Administration and Organization	Effective:	December 2002
Section 1.3	Executive Officers	Revised:	
<b>Policy 1.3.8</b>	<b>Vice President for Governmental Relations</b>	Responsibility	President

## **VICE PRESIDENT FOR GOVERNMENTAL RELATIONS**

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### **Overview**

The Vice President for Governmental Relations is responsible to and reports to the President. Appointment is without fixed term and serves at the pleasure of the President. Primary responsibility of the Vice President is to coordinate the effective representation of the Health Science Center with elected and appointed local, state, and, federal officials and respective personnel, including, as appropriate, with other external organizations involved in government affairs supportive of the Health Science Center mission.

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### **Staff Responsibilities**

As a staff officer, the Vice President participates in administrative consideration of all policies, plans, and programs of the Health Science Center. By delegation from the President, the Vice President will:

1. Represent the interests of the Health Science Center before local, state, and federal legislative bodies and or relevant elected and appointed agencies officials and respective personnel, including The University of Texas System and/or its component institutions, as well as, other entities which support the mission, goals, and priorities of the Health Science Center.
  2. Provide assistance and support to the Health Science Center Executive Officers, faculty, staff, and other supporters in the execution of their official responsibilities when working with government officials and other entities supporting the Health Science Center.
  3. Recommend to the President, executive officers, faculty, and staff policies, strategies, and initiatives for the Health Science Center legislative programs, events, and other related activities.
  4. Serve as the primary liaison with local, state, and federal elected and appointed government officials and respective personnel, including The University of Texas System Office of Governmental Relations and similar offices of other University of Texas System and non-University of Texas System institutions in representing the interests of the Health Science Center.
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5. Distribute appropriate government and other information to executive officers, faculty, and staff to assure proper and timely action by the Health Science Center with respect to governmental programs and activities.
  6. Represent the Health Science Center at the various local, state, and national associations of academic health centers, professional associations, legislative caucuses, and other organizations for purposes of furthering the mission, goals, and priorities of the Health Science Center.
  7. Perform other administrative matters as may be assigned by the President.

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**Line Responsibilities**

As a line officer, the Vice President has general and specific charge and responsibility for the oversight, coordination, planning, staffing, managing, and operating the functions and responsibilities of the Office of Governmental Relations.

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**Other Responsibilities**

The Vice President also:

1. Serves as a member of the Executive Committee, and other policy-making bodies, as appropriate.
  2. Establishes and appoints (or authorizes the election of) such ad hoc committees or councils for the Health Science Center as needed and appropriate to the responsibilities of the office.
  3. Defines the job responsibilities, the assignment of duties, and supervises staff members employed in or assigned to work in the office of governmental relations
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