



Fact Sheet: CESU Directors Roles and Responsibilities

The CESU Directors are senior administrators and officials from the host university. The CESU Directors are responsible for coordinating and administering the activities of each CESU on behalf of their tribal, federal and nonfederal partners. The CESU Director is responsible for overall communication and coordination of activities within their CESU.

CESU Directors' Responsibilities

Coordinate CESU activities and develop administrative policies

- maintain an accurate list of technical and administrative contacts
- maintain a CESU website
- relay to all CESU partners statements of interest, requests for proposals, training opportunities, and employment opportunities for students and staff
- facilitate new member inquiries, application, review, and vote
- convene annual meetings of the CESU partner representatives and the federal managers committee (in person or via teleconference/web)
- encourage faculty and students to engage in participating Federal Agencies' research, technical assistance and education activities

Facilitate strategic planning efforts of the CESU

- maintain a five-year strategic plan
- complete annual work plans
- annual reporting, as appropriate
- every five years, prepare an evaluation for the CESU Council's review

Serve as communication liaison between all partners and the CESU Network National Office and CESU Network Council

- provide information as requested
- assist National Office with signatory process on amendments and the master cooperative agreement
- participate in CESU Directors meetings via phone
- participate in meetings of CESU partners, hosted by the university, other CESU partners, the national office, and other CESUs, as appropriate

Other services Directors provide, as appropriate:

- provide leadership and coordinate CESU activities
- create inreach and outreach materials for federal agencies, as appropriate
- compile annual report for partners and the National Office
- maintain a database of expertise
- support students directly through CESU projects
- write, edit, and distribute an e-newsletter
- seek opportunities for new members



For more information, see www.cesu.org or contact Dr. Thomas E. Fish, CESU National Coordinator, at tom_fish@nps.gov.

