May 15, 2013

MEMORANDUM

TO: Ann S. McCullen, Interim Vice President Development and Alumni Affairs  
Interim Executive Director, University of North Florida Foundation, Inc.

FROM: John A. Delaney  
President

SUBJECT: Delegation of Authority – Interim Executive Director of the University of North Florida Foundation, Inc.; Interim Vice President, Development and Alumni Affairs

The Interim Vice President for Development and Alumni Affairs is responsible for identifying potential sources of private funding to meet current and future educational resource needs of the University, and for developing and implementing strategies and programs to secure private funds.

The Interim Vice President shall also serve as the Interim Executive Director of the University of North Florida Foundation, Inc., a non-profit, tax-exempt corporation, established pursuant to Section 1004.28, Florida Statutes, to receive, hold, invest and administer property and to make expenditures to or for the benefit of the University of North Florida.

Pursuant to this delegation of authority and in accordance with the bylaws of the University of North Florida Foundation, Inc., the Interim Executive Director shall serve as chief operating officer of the Foundation. She shall report to the University President. The Interim Executive Director of the Foundation shall also serve as an ex-officio member of the Executive Committee. She shall be responsible for the general supervision of the
staff activity of the University’s Division of Institutional Advancement that relates to activities of the Foundation approved by the Board of Trustees and the President. She shall exercise the authority to accept gifts, collect revenue, and direct such expenditures from the Foundation’s unrestricted funds as have been approved in the budget by the Board of Trustees.

This delegation shall remain in effect until revoked by me in writing and shall not be further delegated. This delegation supersedes prior delegations by my office as to this subject matter.

Thank you for agreeing to accept this responsibility.