




July 17, 2018

M E M O R A N D U M

TO: Ann S. McCullen, Vice President, University Development and Alumni Engagement;
and Executive Director, UNF Foundation

FROM: David M. Szymanski, Ph.D. 
President

SUBJECT: Delegation of Authority – Vice President of University Development and Alumni Engagement;
Executive Director, UNF Foundation

The Vice President of University Development and Alumni Engagement 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 Vice President shall also serve as the 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 Executive Director shall serve as chief operating officer of the Foundation. She shall report to the University President. The Executive Director of the Foundation shall also serve as an ex-officio member of the Foundation's Executive Committee. She shall be responsible for the general supervision of the staff activity of the University's Division of University Development and Alumni Affairs 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 of authority supersedes any and all prior delegations by this office as to this subject matter, shall remain in effect until revoked by me in writing and shall not be further delegated.