



WASHINGTON STATE UNIVERSITY

**Administrative Professional  
Advisory Council (APAC)**

## *ARTICLE I. Name & Personnel*

The name of this organization shall be: WASHINGTON STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL ADVISORY COUNCIL hereinafter referred to as the APAC.

### *Principal Assistant*

1. The APAC will have an office support position. This position is shared with the Faculty Senate.
2. The office support position will be involved in APAC business and attend all APAC meetings, including Executive sessions.
3. The office support position has no voting privileges.
4. The Principal Assistant is responsible for the following duties:
  - a. Provide a sign-in sheet at each meeting for guests
  - b. Provide agendas at each meeting
  - c. Document membership attendance at each meeting
  - d. Record minutes of each meeting
  - e. Distribute draft copies of minutes to all APAC Executive Committee for review within two (2) weeks of each meeting
  - f. Maintain the files and documents of the APAC
  - g. Schedule rooms, dates, and times for the APAC meetings
  - h. Serve as the point of contact for the APAC paperwork processing