

**SHAREHOLDER ADVOCACY COMMITTEE
FACULTY & STAFF REPRESENTATIVE HANDBOOK**

AY2010-2011

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Introduction

Thank you for volunteering your time to work on behalf of the faculty and staff of Loyola University Chicago, as a faculty/staff representative on the Shareholder Advocacy Committee! You have joined other dedicated Loyolans who endeavor, through shareholder advocacy initiatives, to making our companies better corporate stewards of society, the environment, and the economy. We greatly appreciate your interest.

Faculty and staff representation is vital to ensure that the voice of the collective body is considered in the endeavors of your University. As a representative serving on the Shareholder Advocacy Committee (SAC), we hope that you will play an important role in the SAC's initiatives and benefit greatly from it. Your contribution will have the potential to make a difference to the University and society-at-large which should give you plenty of personal satisfaction.

This guide has been put together to help you to prepare for your role as a SAC representative. It briefly covers a range of information that will be of use to you in this role. .

We hope you will find this guide useful and informative. One of your first responsibilities as a representative is to read this guide, as it will help you to be more effective in your role as a Shareholder Advocacy Committee member.

2010-2011 Shareholder Advocacy Committee Appointments

For AY2010-2011, the Shareholder Advocacy Committee will be coordinating for selection of faculty for one seat; for staff, two seats, which is an opportunity to discuss issues and make decisions related to Socially Responsible Investing at Loyola University Chicago.

During the course of AY 2009-2010, the Shareholder Advocacy Committee has been particularly active, and we are excited -and gratified - about the headway we have made in our shareholder advocacy efforts. We have learned that the work is highly specialized, and that the key factors to our success are empathy, research, communication collaboration - and the vision, acceptance, and commitment to follow through on long-term goals.

In AY 2010-2011, the Shareholder Advocacy Committee will continue its endeavors in:

- Mountaintop Removal Coal Mining (financing)
- Pay Disparities (including healthcare benefits)
- Adoption and development of Human Rights policy
- Child Labor and Human trafficking

Further information on SAC's initiatives can be found at http://www.luc.edu/sac/sac_initiatives.shtml.

Additionally, SAC will consider actions and initiatives which fall within the results of the 2008 SRI Survey (please see http://www.luc.edu/sac/SRI_Survey.shtml).

For the upcoming positions, the Shareholder Advocacy Committee encourages with strong interest and background in the environment, social sciences, finance, economics, and law.

If you have any questions about the application process, or simply wish to talk about which Committee initiative may interest you, please email the SAC at loyolasac@luc.edu. We would be happy to schedule to meet with you.

Faculty and Staff Representation

Loyola values the views of its faculty and staff, and the Shareholder Advocacy Committee structure allows for participation by LUC constituents through their appointed SAC representatives.

To ensure that the SAC represents the University community, its nine voting members are comprised in equal proportion from students, faculty, and staff of the University, and the process for the selection of its members provides for balanced representation of the University's Unified Student Government Association, Dean of the Graduate School, Faculty and Staff Councils, with final appointment by the President. Faculty and staff members of the Committee shall serve a period of at least two years and may be reappointed for one additional consecutive term, based on participation and performance.

As a SAC member, you will be acting as on the Committee's behalf when meeting with other University organizations, departments, and schools, as well as external advocacy groups. You will also be responsible for bringing issues relating to Socially Responsible Investing (SRI) questions and concerns to the Committee for discussion and consideration.

Common Expectations of SAC Representatives:

- Commit the necessary time and ability to adequately support SAC initiatives
- To act as a guide to students, in support of the University's mission for academic excellence
- Attend all SAC meetings
- Represent the Committee in a professional manner to the University constituents, external advocacy groups, other universities/colleges, and companies
- Participate in the planning of and/or attend annual LUC Community Meeting on SRI, held each fall semester
- Participate in planning of SRI initiatives in the spring semester, in preparation of the upcoming proxy season
- Actively participate in at least one SAC initiative (subcommittee, if applicable)
- If you have an SRI concern and would like to recommend action, write briefing/abstract to adequately prepare the Committee for discussion
- For faculty, attend a Faculty Council meeting (one in the fall semester, one in the spring semester), to brief on SAC activities. As there is more than one faculty representative, the faculty should alternate attendance and inform the Secretary/Chair at the beginning of the academic year.
- For staff, attend a Staff Council meeting (one in the fall semester, one in the spring semester), to brief on SAC activities. As there is more than one staff representative, the staff should alternate attendance and inform the Secretary/Chair at the beginning of the academic year.
- The Shareholder Advocacy Committee reserves the right to recall representatives who do not meet these expectations, and to request for the Faculty Council for the selection of replacement faculty candidates; to the Staff Council for staff candidates.

To be considered as representative on the Shareholder Advocacy Committee, the SAC requires a statement on your experience and current obligations and affiliations (300 words); a statement of your current interest in the Shareholder Advocacy Committee (200 words); and a question about an initiative/idea you have for the SAC.

If you are an faculty member interested in SAC, please submit the statements to Faculty Council, which will forward a copy to SAC for consideration. Additional Faculty Council requirements may apply. If you are staff member, please submit the above statements to Staff Council.

Further information on the structure of the Shareholder Advocacy Committee can be found at www.luc.edu/sac.

The Statement on Shareholder Advocacy Committee Activities also provides an overview of the role and responsibilities of the SAC.

Why Faculty and Staff Views are Important

Loyola University Chicago believes that faculty and staff are best placed to represent the views of their constituents to the University. It is important that the University receives honest and constructive feedback from its faculty and staff - both positive and negative. This kind of input will help the University to achieve excellence which is one of the core values in the Mission Statement for Loyola and aside from this, enhance the experience of the Loyola community.

Including faculty and staff on the Shareholder Advocacy Committee:

- Offers a prime opportunity for the views of faculty and staff to be heard in a formal context.
- Provides the ideal forum to discuss new ideas and new ways of solving problems.
- Enables Loyola University Chicago to gauge faculty and staff opinion on SRI matters and matters relating to the faculty/staff experience.
- Ensures that the faculty and staff can be well-informed about developments and changes, and therefore, enable them to form opinions which can be brought to the University community.
- Allows the Loyola community (through the representation system/their representative) to have a deeper understanding of the University's mission, social justice, SRI, and their role in civil society.

Responsibilities of Representatives

Being a SAC representative is a position of responsibility and there are a number of tasks that you will need to do in order to be successful in this role.

In addition to the **Common Expectations of SAC Representatives**, your key responsibilities will be:

- To seek out the views of the body that you have been appointed to represent
- To represent the views of your colleagues on the relevant topics in which the SAC is engaged
- To communicate information that you get from attending the Shareholder Advocacy Committee and taking it back to the respective body
- To respect the anonymity of individual faculty or staff who rely on you to represent their views and the confidentiality of some of the information that might be discussed at Committee
- To encourage faculty and staff input and feedback (i.e., through attending the annual LUC Community Meeting on SRI; completion of surveys and questionnaires; attending SAC meetings, conferences, workshops)

Qualities of Good Representatives

You do not need to have any particular prior experience in SRI to be a great SAC representative. The main qualities required are to be:

- Curious
- Approachable
- Proactive
- Visible
- Reliable
- Objective
- Able listen to differing viewpoints
- Able to keep a balanced approach

Being an effective representative does require a commitment and it will involve additional work, as well as follow-through, but the benefits are excellent and most faculty and staff find that it is a worthwhile experience.

The Shareholder Advocacy Committee requires a commitment of at least three hours per month, possibly more during dialogue and proxy season.

Important Things to Know

What is a Committee? A committee is a body of people with a specific remit - known as the terms of reference - to discuss and make decisions about an area of the University's business. For example, the Shareholder Advocacy Committee, advisory in nature, pursues the University's commitment to socially responsible investing and endeavors to effect change in unjust corporate behaviors through an approach centered on shareholder advocacy.

Key People. Every committee has a **Chair**. This is the person who presides over the meetings, ensures that all items are addressed, decisions agreed in accordance with any relevant rules or protocol, and maintains order. The Chair also serves as the Committee's spokesperson at committee events. In his or her absence, a substitute may be designated.

Every committee also has a **Secretary**. This is the person who works with the Chair to prepare agenda for the meeting, circulates papers, writes the minutes of the meeting and ensures that agreed actions are taken. The Secretary is a useful source of help and advice about the Shareholder Advocacy Committee. They also conduct and receive research for the Committee and subcommittees, and will be able to provide you with former papers, minutes and the terms of reference. The SAC Secretary also serves as the Committee's treasurer and tracks the budget and expenditures; coordinates all necessary communications and documents (from Committee and Subcommittees) for the Chair's advance review and full SAC discussion; and coordinates with affiliate LUC organizations and SAC Chair for representative nominations, for ex-officio submittal to the President who gives final review and appointment.

Members are included on the SAC by virtue of their office, because they have been appointed, or in a subcommittee because they have a particular interest or expertise that is relevant or useful. Selection of the SAC membership can be found at www.luc.edu/sac.

Full Committee Charge:

During the spring semester, the full committee should agree on the work to be done in the following (fiscal) year. This provides ample time for administration's review and consideration, and for the SAC with opportunities to make suggestions about the investigations, and prepare follow-up research and reports to complete the work.

Getting Started

- Request the SAC's terms of reference as these will give you an ideas of the business that might be discussed.
- Speak to the Secretary to the committee and ask for copies of the former minutes.
- Ask to observe a meeting if you are considering candidacy for SAC appointment.

Top tip: *Once you've been appointed to SAC, begin outreach. Introduce yourself as the SAC representative after a lecture or event, so that your colleagues know who you are and let them how they can contact you.*

Preparing for Meetings

- Read the committee papers and note any questions that you have or points that you would like to make.
- Ask the Secretary for advice in advance of the meeting if there is anything that you do not understand.
- Let your colleagues know what is on the agenda. Speak to them about their views and any other issues that they might like you to raise on their behalf at committee.
- Speak to other representatives in your Department about the views and issues that have been raised by faculty/staff.
- Approach the Secretary if you think you would benefit from a briefing on an issue that appears on the agenda. Alternatively, you could request an appointment with the Chair.
- If you are not able to attend the meeting, send explanation in advance to the Secretary.

Top tip: *Pay careful attention to the agenda (which will be circulated in advance of the meeting) and look for items that may be of particular interest to your colleagues. Seek out (time allowing) a variety of views on these items so that you are able to represent them effectively at the meeting.*

At the Meeting

- Never be afraid to contribute or to ask questions. If you do not understand something ask for it to be explained. You will find that the Chair and the Secretary are only too willing to help.
- Asking questions is a useful way of contributing to the meeting.
- Try to be positive and make constructive comments based on the opinions of the constituents that you have been appointed to represent.
- Make notes so that you can report back to your colleagues accurately.

After the Meeting

- Read the minutes of the meeting and make sure that other students know where they can access them, if they want to. It is normal for the minutes of committee meetings to be published on the SAC's website.
- Feedback to your colleagues on decisions taken and actions agreed at the meeting.
- Identify any actions that you are required to take or feedback that needs to be gathered before the next meeting.

APPENDICES

- **Statement on Shareholder Advocacy Committee Activities**
- **Subcommittee Structure**