

## Example Professional Experience Plan GAPS

Name: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Conference Call: \_\_\_\_\_ Code: \_\_\_\_\_

| Professional Gap           | Experiences   | Expected Completion            | Comments |
|----------------------------|---|--------------------------------|----------|
| To gain financial literacy | Discuss budget philosophy and strategy with CFO.                            | 9/15/15                        |          |
|                            | Attend university budget meetings and trustee financial committee meetings. | 10/15/15<br>2/10/16<br>5/15/16 |          |
|                            | Discuss audit with director of accounting.                                  | 9/20/15                        |          |
|                            | Attend trustee audit committee.   | 10/15/15                       |          |
|                            | Review endowment policies with the CFO.                                     | 1/25/16                        |          |
|                            | Attend endowment and investment committee meeting.                          | 2/10/16                        |          |
|                            | Compare and contrast budget philosophy and strategy with regional group.    | 3/1/16                         |          |

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|                             |   |          |  |
|-----------------------------|---|----------|--|
| To learn about fund raising | Discuss fund raising strategy with VP for Advancement | 9/1/15   |  |
|                             | Attend CASE Conference                                | 10/10/15 |  |
|                             | Participate in Regional Alumni Event                  | 1/20/16  |  |
|                             | Participate in an "ask" with Director of Development  | 3/1/16   |  |