

_____ ADVISORY BOARD CHARTER

1. PURPOSE AND GOVERNANCE

1.1 The _____ Advisory Board (“Advisory Board”) operates to exclusively promote and support Utah Valley University (“University”) and its mission to educate every student for success in work and life through excellence in engaged teaching, services, and scholarship, and to support the University’s current and future needs as a vital component in the community's economic and educational engines (“Mission”).

2.2 Administrative oversight of the Advisory Board will be the responsibility of a designated university executive, who is responsible for vetting and approving advisory board members. This advisory board charter is subject to University Policy 104 *Advisory Boards*. In the event of any conflict, inconsistency, or discrepancy between university policy or procedure and this charter, university policy or procedure shall govern. The Advisory Board shall have no decision-making authority or responsibilities and is formed to give advice and recommendations to the University. The Advisory Board cannot compel the University to act on its recommendations or feedback.

2. MEMBERSHIP

2.1 The membership of the Advisory Board shall consist of ____ or more members appointed by the UVU executive or designee. Advisory Board members serve ____ year terms and may be reappointed yearly by the UVU executive or designee upon the recommendation of the advisory board chair for a maximum of ____ years. Notwithstanding such terms of service, members of the Advisory Board shall serve at the pleasure of the chartering university executive or designee. Members of the Advisory Board shall have significant professional experience, with backgrounds, skills, and experience to enable them to make sound decisions on behalf of the Advisory Board.

2.2 The Advisory Board shall have a chair appointed by the Advisory Board. The advisory board chair shall serve for [X]-year terms and may be reappointed for a second or third term by action of the Advisory Board for a maximum of nine years of service as an advisory board chair.

2.3 Advisory Board members shall have no authority to make decisions for the University. Advisory Board members shall not outline rules for how the University operates, give employees instructions, or give directives to the Advisory Board. Advisory Board members shall not speak on behalf of the University. This includes speaking to the press or discussing confidential business matters with employees, clients, or vendors.

3. MEETINGS

3.1 The Advisory Board shall hold regular meetings pursuant to a schedule issued by the advisory board chair. The advisory board chair or the chartering university executive or designee may call a special meeting any time when the attendance or consent of at least a majority of the Advisory Board can be obtained.

4. OPERATIONS

4.1 The advisory board chair shall approve an agenda and appropriate briefing materials in advance of each advisory board meeting. The advisory board chair shall preside at all meetings. At the request of or in the absence of the advisory board chair, the designated university executive shall preside at meetings and otherwise fulfill the duties and obligations of the advisory board chair. The Advisory Board shall ensure that adequate minutes of its proceedings are recorded and shall present any findings, actions taken, activities, or recommendations to the Advisory Board and the University. Minutes shall be filed with all other advisory board records. Advisory Board members will be furnished with copies of the minutes of each meeting and any action taken.

4.2 The Advisory Board is authorized and empowered to adopt its own rules of procedure not inconsistent with (a) any provision in this charter, (b) any provision of the University’s policies and procedures, or (c) the laws of the state of Utah.

A quorum shall consist of a majority of the members who are entitled to vote. Advisory Board members cannot vote on any matter in which they, directly or indirectly, have a material interest.

5. RESPONSIBILITIES AND DUTIES

5.1 The Advisory Board is charged by the University with the responsibility to:

- 5.1.1 Identify fundraising, technical assistance, and marketing resources.
- 5.1.2 Assess the impact of programs, projects, and events.
- 5.1.3 Serve as ad hoc on short-term events such as, the annual meeting.
- 5.1.4 Serve as an non-political advocate for the organization.
- 5.1.5 Participate in the advancement and continuous improvement of the University.
- 5.1.6 Demonstrate leadership by making a commitment in time, talents, connections, and a willingness to annually provide personal financial support to the University.
- 5.1.7 Encourage others to support the University through a financial contribution to the Utah Valley University Foundation.
- 5.1.8 Actively participate in Advisory Board meetings and assigned subcommittee meetings to provide feedback on programs including, but not limited to, university strategic plans; classes, programs and degrees; and budget matters as requested by the President, faculty, and students.
- 5.1.9 Support the University through several of the following ways: provide student internships and/or employment opportunities for students; guest speaking; judging student events; encourage and invite others to become involved with the University; recommend others to serve on the Advisory Board; and support special projects of the University.
- 5.1.10 Share positive news about the University and with others.
- 5.1.11 Act as a sounding council for the chartering university executive and applicable faculty on topics requested by the University.
- 5.1.12 Provide objective reflections and a bridge to the business community concerning the University, its role in the community, areas for improvement, and ways to innovate for future success in education, research, or competencies of graduates.
- 5.1.13 Serve as a resource to students, faculty, and staff, and aid in achieving the University's mission and objectives, and accelerate the University's profile as a top-rated, globally recognized dual-mission university.
- 5.1.14 INSERT MORE RESPONSIBILITIES & DUTIES
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____