



SUBJECT: ADVISORY BODIES	Effective Date: 3-6-17	Policy Number: 2.5	
	Supersedes: New	Page 1	Of 6
	Responsible Authority: Provost and Chief Academic Officer		

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all advisory boards, councils, or bodies supporting University entities, including without limitation colleges, campuses, institutes, centers, societies, and programs (“University Entity” or University Entities”). This policy does not apply to advisory groups established exclusively to support student organizations or for accreditation purposes. This policy does not supersede any applicable conflicting and controlling statutory or regulatory authorities regarding a specific advisory body or advisory bodies generally.

POLICY STATEMENT:

The purpose of a University advisory body is to cultivate a team of supporters who advance the University Entity in multiple ways that are helpful to the University and to the communities we serve. The goal is to have an active and supportive group of community leaders, professionals, alumni, and donors who come together on a regular basis to learn about the University and to advocate for its University Entity. The advisory body is a network and source of support and guidance for the University Entity. Advisory body members shall serve without compensation and shall not be reimbursed for costs or expenses, including without limitation travel expenses, unless specifically authorized in writing by the University.

Advisory bodies do not have any independent fiscal, contractual, or policy authority; they are advisory in nature. Each advisory body should develop a set of guidelines or operating principles as well as a mission statement in alignment with this policy and the template advisory guidelines. Each advisory body may have a chair and vice chair for a designated term and may establish committees for different initiatives. A secretary may also be designated if needed. Officers of the advisory body shall be nominated by the College Dean or designee, or the University Entity executive/chief operating officer or Vice President or designee, as applicable, and be approved by the advisory board. All advisory body guidelines or operating principles and amendments thereto must be submitted for review and approval to the Provost or area Vice President or designee, as applicable, and the Office of the General Counsel.

The full advisory body should meet at least two times a year with additional committee meetings and special events as needed. Attendance at meetings via electronic means is permitted unless physical presence is otherwise necessary for a particular matter. A representative from the University Entity should attend all advisory body meetings and act as a liaison between the advisory body and the University Entity. University employees should generally avoid serving on University advisory bodies unless special circumstances warrant such an engagement. Advisory body members are not permitted to use the University logos and trademarks for business cards, letterheads, emails or any other purposes unless expressly authorized in writing by the Provost or designee.

Membership is generally between 5-25 individuals, and individuals should serve defined terms that total no longer than 10 continuous years (inclusive of any continuous re-appointments) so that members rotate on and off and new members are recruited. Advisory body members shall be appointed and removed by, and shall serve at the pleasure of, the College Dean or designee, or the University Entity executive/chief operating officer or Vice President or designee, as applicable. Letters from the College Dean or designee or University Entity executive/chief operating officer or Vice President or designee and the advisory body chair should be sent to each prospective member inviting them to serve on the advisory body and explaining the terms and expectations. Service on an advisory body shall not create any right or expectancy in continued membership on the advisory body.

The focus of an advisory body may include the following elements, as appropriate to each individual University Entity:

- Learn about research, classroom experiences, out of classroom learning experiences
- Provide insight and connection to the business or industry and provide feedback on business or industry trends and employer needs
- Connect alumni to the University
- Support scholarships, fundraising (in consultation with University Advancement) and operational needs
- Promote the programs, events, and experiences for the community within their circles of influence and to the broader community
- Provide expertise and knowledge on statewide or national issues of relevance to the University Entity
- Provide input on programming and content, subject to applicable accreditation requirements

Advisory body members are expected to participate actively in advisory body meetings and activities, as well as special events and programs within their University Entity. Advisory body members may also make personally significant gifts as an individual and/or from their business/organization. Advisory body members and activities should comport with all applicable laws, regulations, rules and policies, including without limitation FAU's Regulations and Policies and any University Entity policies. Advisory body members are considered public officers and are subject to the Florida Code of Ethics for Public Officers codified in Chapter 112 of the Florida Statutes.

RELATED MATERIALS: Advisory Body/Council Guidelines/Operating Principles

INITIATING AUTHORITY: Provost and Chief Academic Officer

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 2.5

Initiating Authority

Signature: _____ Date: _____

Name: Dr. Gary Perry

Policies and Procedures

Review Committee Chair

Signature: _____ Date: _____

Name: Elizabeth Rubin

President

Signature: _____ Date: _____

Name: Dr. John Kelly

Executed signature pages are available in the Office of the General Counsel

[Template]¹

FLORIDA ATLANTIC UNIVERSITY
[University Entity]
ADVISORY BODY/COUNCIL
GUIDELINES/OPERATING PRINCIPLES

I. PURPOSE AND MISSION

The [University Entity] Advisory Body is an organization providing support and assistance to the University Entity at Florida Atlantic University (FAU), consistent with the mission of FAU and FAU's regulations and policies. The mission of the Advisory Body is to advise the [University Entity] regarding its progress and interactions with individuals, corporations, and agencies external to FAU, to develop, plan and facilitate specific targeted activities that advance [University Entity]'s goals through outreach to them, and to provide input to the [University Entity] on programmatic ideas and delivery of content. In carrying out this mission, the Advisory Body and its members will:

[Examples:]

- A. Identify, contact and cultivate potential financial supporters for scholarships and research support, assisting the Dean, the Director of Development and University Advancement in obtaining both large and small gifts from individuals and foundations;
- B. Identify and cultivate business, industry, and government contacts that may collaborate with, support, and enhance instructional and research activities in the College; and
- C. Develop activities that enhance the visibility and awareness of the [University Entity] and its instructional and research activities throughout our service community and beyond and assist in the development of the [University Entity]'s public image, brand, and message.
- D. Provide input to the [University Entity] administrators in regards to programming and delivery of content to the FAU students and community, subject to applicable accreditation requirements and other governing authorities.

II. OFFICERS AND COMMITTEES

The Advisory Body shall have a Chair and a Vice-Chair who will each serve a [two-year] term. The Chair and Vice-Chair shall be nominated by the Dean/Executive Director or designee and/or the University Entity chief operating officer or Vice President or designee, as applicable, and be approved by the advisory board and take office [insert when they will take office]. Administrative support for minutes and related record-keeping will be provided by the [University Entity] or, [in the alternative] a Secretary may also be nominated by the Dean/Executive Director or designee and/or the University Entity chief operating officer or Vice President or designee, as applicable, and be approved for a [two-year] term.

¹This template is for illustrative purposes only. It is intended to be flexible and customized appropriately, within the parameters of the Advisory Body policy guidelines, to fit each advisory body based on their individual and unique situations. As appropriate, titles and terms may be modified and provisions may be added or deleted.

[Optional:] To accomplish the goals identified in Section I, the Advisory Body will operate through _____ [insert number of standing committees] standing committees and when appropriate ad-hoc committees may be appointed by the Advisory Body Chair. Each standing committee chair will be appointed by the Advisory Body Chair and serve for a term of two years. The Standing Committees are [examples/optional]:

- A. Development Committee: This committee will assist the [University Entity] in developing new strategies and opportunities for raising private funds for supporting [University Entity] priorities such as research and scholarships. The committee will coordinate Advisory Body efforts and suggest the best approaches for identifying and cultivating individuals, groups, alumni, and foundations for support of these priorities. The [University Entity] liaison for this committee will be the [University Entity]'s Director of Development.
- B. Program/Curriculum Committee: This committee will liaison with the [Dean/Chief Operating Officer/Executive Director], faculty chairs and other faculty members in providing input on the identification and support of programmatic content and initiatives, subject to applicable accreditation requirements and other governing authorities.
- C. Strategic Planning Committee: This committee will be familiar with the University's Strategic Plan and provide input to the [Dean/Chief Operating Officer/Executive Director], on developing, implementing, and/or facilitating the [University Entity's] own strategic plan in alignment with the University's plan.

[Optional]: In order to coordinate overall Advisory Body activities and those of the committees, the Advisory Body will also have an Executive Committee consisting of the Chair and Vice-Chair of the Advisory Body, the Chairs of the standing committees, and the Dean or Executive Director or designee. The Executive Committee will be responsible for developing the agenda for each Advisory Body meeting.

III. MEMBERSHIP

Membership on the [University Entity] Advisory body shall be by invitation of the [Dean][Executive Director] of the University Entity. Nominations may be considered by existing Advisory Body members. *[Optional: Insert nomination procedure]*. Advisory Body membership shall be comprised of _____ [may be a firm number or a range] members and each member will be asked to serve a _____ [insert term] year term. Terms can be renewed _____ [insert number of renewals]. Members may resign at any time by tendering a written resignation to the Dean/Executive Director.

The [Dean or designee and/or the University Entity chief operating officer or Vice President or designee] may remove any member of the Advisory Body at any time within his or her discretion.

Members of the Advisory Body will:

[Examples]:

1. Embrace the mission of the [University Entity] and its community relationship goals.
2. Be committed to working together in a collegial manner.

3. Be willing to allocate the necessary time to participate in meetings, special events and Advisory Body projects.
4. Promote the [University Entity] as an institution; members should place the good of the [University Entity] above any self interests.
5. Provide a \$_____ minimum level of annual support to the [University Entity]. [optional]
6. Attend _____% of Advisory Body meetings and be an active participant on a Standing Committee.
7. Work with the Development Officers and University Advancement to raise funds for the [University Entity].

IV. MEETINGS

The Advisory Body will meet [example: quarterly (July, October, January and April)], and the Standing Committees will meet at least once in the alternate months. The Chair and the Dean/Executive Director together may call additional meetings as needed. The presence of at least one-half of the Advisory Body membership shall constitute a quorum. An affirmative vote by a majority of the members present shall constitute approval of the matter being voted upon. Attendance at meetings via electronic means is generally permitted, unless physical presence is necessary for a particular matter.

V. AUTHORITY

The Authority of the Advisory Body is strictly advisory to the [University Entity]. The Advisory Body shall not have any independent fiscal, contractual, or policy authority. The decision to act on any Advisory Body discussion or idea rests solely with the University Entity and FAU.

VI. CONFLICTS

Advisory Body members are subject to the Florida Code of Ethics for Public Officers, Chapter 112, Florida Statutes and must disclose any conflicts they may have to the Chair and the Dean/Executive Director. Unless the Advisory Body waives the conflict and such waiver is permissible under Chapter 112, the Advisory Body member with a conflict shall not take part in any discussion or vote concerning the matter giving rise to the conflict.

VII. AMENDMENTS

The Dean/Executive Director, after consultation with the Advisory Body Chair, may propose amendments to these Guidelines/Operating Principles, subject to review by the FAU Office of the General Counsel and final approval by the Provost/Vice President or designee.