

# University of Nevada, Reno

## College of Liberal Arts

### Advisory Board Charter

The College of Liberal Arts at the University of Nevada, Reno welcomes the active involvement of leaders in our community as members of the College of Liberal Arts Advisory Board. The Advisory Board is established to provide support, advice, and counsel to the dean of the college. Board members should be committed to increasing the college's visibility, promoting the individual entities within the college, assisting in areas of personal interest and serving as advocates for the College of Liberal Arts within our community. Individual member participation is key to the Advisory Board's success in advancing the College of Liberal Arts and in serving the University of Nevada, Reno.

### Mission Statement

The mission of the College of Liberal Arts Advisory Board is to aid the College of Liberal Arts by utilizing the experience and expertise of the board members in assisting in the definition and realization of the goals of the college and in serving as consultants and resources on strategies and programs to advance the college.

### Board Member Responsibilities

The members of the College of Liberal Arts Advisory Board will accept as part of their individual and collective responsibilities, an obligation to lead by example as:

1. **Active, informed advocates** for the college and its goals and plans in the wide range of social, economic, and political settings where they have contacts and influence; and
2. **Committed volunteers** helping to build community and regional interest, pride in association with the college and university, and the financial and human resources needed for the College of Liberal Arts to meet its goals; and
3. **Donors** to the College of Liberal Arts annual host fund or major fundraising efforts, and/or major gift programs, department initiatives, and periodic campaigns.

The College of Liberal Arts Advisory Board seeks to maintain a balanced cross section of individuals who share a strong commitment to advancing the college. Members bring to their roles varied backgrounds, talents and expertise, interests and levels of financial support. Recognizing the variation of capacity and other commitments, the Advisory Board hopes that its members will develop a growing sense of involvement and commitment to the college over time, and will, as a result make the college and University a high priority and major focus of their philanthropic and volunteer activity and commitments.

Advisory Board members are encouraged to build relationships with departments, centers and programs that match their personal interests. In building this relationship, Advisory Board

members may become involved with faculty by “adopting” a department, center or program. In this role, the board member will become a liaison between the department, center or program and the Advisory Board to:

1. Identify important issues for the department, center or program;
2. Assist in a department, center or program educational presentation to the Board; and
3. Participate in activities to advance and develop a department, center or program when possible.

The College of Liberal Arts Advisory Board hopes that all members will rise to the challenge of increasing support for the college, and the education and community benefits the University provides.

## **Membership**

The College of Liberal Arts Advisory Board will consist of at least 15, to a maximum of 30, members of the community selected by the dean of the College of Liberal Arts. The dean may fill any vacant positions at any time as needed up to the maximum board count. Members may recommend new members to the dean and to the nominating committee. The nominating committee, in turn, considers the proposed individuals and provides recommendations to the dean, who may invite their participation on the board.

At the pleasure of the dean, members will serve three-year terms. Members may serve for a maximum of four consecutive terms. Members, after serving two consecutive terms and meeting their Board responsibilities with conspicuous distinction, may be designated emeriti board members. After four consecutive terms, board members, who have met their individual and collective responsibilities, may continue to participate and remain involved as emeriti board members. Emeriti board members receive all rights and privileges as active board members with the exception of the right to vote. Emeriti advisory board members may be asked to serve on the Board to complete an unfulfilled term. Emeriti board members may return as active members two years after becoming emeriti members. On rare occasion, at the dean’s discretion, exceptions to the term limits may be made for major donors and contributors.

## **Meetings**

The College of Liberal Arts Advisory Board will meet a minimum of two times each semester of the academic year. The Board can elect to meet more frequently on an as needed basis.

## **Officers**

The members of the Advisory Board will nominate and elect the following officers from the membership:

**Chair** - Chairs the Advisory Board meetings, works with the dean and development directors in constructing meeting agendas, and oversees the Board's activities and commitments to advance the college.

**Secretary/Treasurer** – Reviews meeting minutes with the appropriate Dean's Office staff. Works with appropriate Dean's Office staff to prepare a monthly report of the Board's revenue and expenditures. Monitors Board members giving participation for the Chair. Serves in the absence of the Chair and becomes the Chair the following term.

Election of officers, whose terms will start July 1, will occur at the last meeting of the Board each spring semester. Officers will serve in each position for one two-year period.

## Committees

The following committees will assist in the functioning of the College of Liberal Arts Advisory Board:

1. **Executive Committee** includes the Chair, the immediate past Chair or a past Chair, Secretary/Treasurer, a board member-at-large, and chairs of the current standing or *ad hoc* committees. Responsibilities include working with the Chair and dean in establishing overall Board direction and overseeing Board activities and commitments of the Board.
2. **Nominating Committee** includes three current or emeriti members of the Board and can include up to three community members outside the Advisory Board membership. Responsibilities include conducting an annual assessment of the board membership to insure diversity and broad community representation, preparing a slate of officers, identifying and interviewing potential board members and presenting the list to the dean for review and final Board selection.

The Advisory Board chair will convene a nominating committee as early as October during the fall semester and no later than February each academic year. The committee will present a list of potential board members to the Dean of the College of Liberal Arts and a slate of board officers to the Board prior to the last meeting of the spring semester. Invitations for board members will be extended during the summer session so new members can attend the first meeting in the fall semester.

3. **Ad Hoc Committees** will be created as needed. Examples of an *ad hoc* committee would include the Fund for Excellence Speaker Committee, which is responsible for the selection of a speaker, assistance in coordinating the event and fundraising to ensure success of the event.