



Environmental and Sustainability Studies Program

COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCE | THE UNIVERSITY OF UTAH

Environmental and Sustainability Studies Advancement Board

Advancement Board Charter

I. Purpose

The Environmental and Sustainability Studies Advancement Board provides an opportunity for select alumni and supporters to become better acquainted with the Program's activities and accomplishments and to use their influence and resources to promote its ongoing success. The members of the Board serve as advocates for the Program and assist the Director and Associate Director in securing support for its educational activities, outreach to the community, faculty research, scholarship, and creative activity. Individual members of the Board may focus their efforts on specific committees or disciplines within the Program, but agree that their first responsibility is to the advancement of the Program as a whole.

The Advancement Board has been created to provide advice and recommendations to the Director and Program faculty and support the Program's activities. The Board cannot compel the Program on its recommendations or feedback. Activities of this Board are outlined in Section II. Objectives, focusing on alumni outreach, fundraising, technical assistance, mentoring, and serve as a public advocate of the Program.

II. Objectives

The specific objectives of the Board are:

1. To serve as a resource for the Environmental and Sustainability Studies community, with special focus on involvement with current student activities and fundraising for Program scholarships.
2. To provide opportunities for networking and development.
3. Assist students and recent alumni to discover career and non-career service opportunities throughout their lifetimes.
4. To promote the interests of the Program and the University of Utah.
5. To provide ongoing identification with the Program by creating opportunities for alumni and friends to meet one another on social, cultural, and intellectual levels.
6. To provide services and support to the Program and its students.
7. To provide Program alumni with opportunities to express their opinions.
8. To introduce the Director and Associate Director to alumni and other individuals who might become prospective donors or influential friends to the Program, and to advise and assist the Director and Associate Director in obtaining financial support from other private, corporate, and foundation donors.

9. To assist, where possible, in securing opportunities for Program faculty to apply their expertise outside the University, including speaking engagements, consulting contracts, and appointments to state and national committees, task forces, and commissions.
10. To contribute in all other appropriate ways to increased recognition and support for the Program and its faculty, students, and programs to alumni, corporate, and foundation leaders, legislators, and influential members of the general public.

III. Membership, Officers, and Meetings

a. Board Members

The Board shall not be comprised of less than 6 or more than 25 individuals. The Board shall consist of distinguished alumni and friends representing the diversity of fields in the Program. The Director and Associate Director will appoint a Chair and a Vice-Chair, each to serve a two-year term.

b. Duties of the Chair

The Chair will be responsible for setting the agenda of board meetings together with the Director and Associate Director. The Chair shall preside at all meetings of the board and be a voting member of the board. In the absence of the Chair, the Vice Chair shall perform the duties and functions of the Chair.

c. Election of Board Members

A Nominating Committee, comprised of immediate past Board Chair, Director, and Associate Director, and two or more additional Board members appointed by the current Board Chair, shall conduct an annual review of Board members and present a ballot of nominated names to the Board for election or re-election. Any Board Member may submit a nomination for consideration by the Nominating Committee. Board Members shall be elected by a majority vote of the Board members at the fall meeting. Additionally, the Director and Associate Director will consult, as appropriate, with the Director of the College's development staff for potential Board members.

Members are expected to:

- 1) Serve a two-year term and be eligible for re-election. Terms of appointment normally begin on August 1 each year. Members agree that the Program may use their names on letterhead and in promotional materials describing the Program and the work of the Board.
- 2) Make an annual gift to the Program of not less than \$100 and, if possible, to give generously according to their means to the Program in their area of interest.

- 3) Attend at least one meeting per year. The Board holds two meetings each year on the University of Utah campus and online, involving a variety of activities, one in the fall and one in the spring semester. The agenda for meetings is determined by the Director and Associate Director, the Chair, and the Vice-Chair and distributed to members in advance of the meeting. If a member misses two consecutive meetings, the Director and/or Associate Director will write to verify their continuing interest.

In consultation with the Director and Associate Director, the Chair establishes or dissolves standing and *ad hoc* committees as appropriate to facilitate the work of the Board. Committees and their chairs are appointed by the Chair of the Board in consultation with the Director and Associate Director, who may then appoint appropriate College faculty, administrators, staff, or students as *ex officio* members.

IV. Amendments of Charter

Amendments to the Charter must be approved by a majority of the Board.

V. Standing Committees

a. Executive Committee

Comprised of the Director and Associate Director, Chair, Vice Chair, and current committee chairs. The committee meets both during on-campus evenings or weekends and in between these meetings to set agenda, and prioritizes projects for the Board. (Fulfill Objectives 1 and 2)

b. Fundraising Committee

This committee tracks and maintains funding for the Program's scholarships, particularly the Alumni Scholarship. The committee will review the applicants to the Alumni Scholarship. The committee will identify potential new sources of scholarships and endowed professorships. (Fulfill Objectives 1, 2, 4, and 8)

c. Alumni and Constituency Services Committee

This committee will keep a record of the alumni from the program, conduct appropriate outreach, and provide engagement activities for alumni involvement. This committee will work closely with the college's communications department and its leadership to help optimize the college's communication with alumni by providing feedback on overall strategy, best practices, and offering alumni insight and perspective. The committee will reach out to employers and organizations in the area that may hire graduates from the program for program advocacy, hiring opportunities, and advocacy of the program to the University and the community. (Fulfill Objectives 1, 2, 3, 7, and 8)

d. Career Engagement Committee

This committee considers ways in which the college might assist alumni with their career needs, while assisting students as appropriate. The committee will identify selected students and alumni for mentorship and leadership development. The committee will identify opportunities for career services and support that the Board can provide current students and recently graduated alumni. (Fulfill Objectives 1, 2, 3, 5, 6, and 9)

e. Program Enhancement and Community Engagement Committee

This committee will consider ways for the program improvements or implement best practices. The committee will identify best practices in the region, advocacy of the program to University entities, identify potential of changing designation of program to department, and identify alternative or new funding sources for endowed chair or professor position(s). The committee will review and identify program changes, curriculum recommendations, and other opportunities for the enhancement of the program. (Fulfill Objectives 1, 2, 4, 9, and 10)

VI. Ad Hoc Committees

a. Graduation

This committee may schedule and plan commencement events for increased networking and a meet-and-greet with the graduates. (Fulfill Objectives 2, 3, and 5)

b. Lunch with Leaders

This committee will identify alumni and leaders in the community to meet with current student leaders on a regular basis. (Fulfill Objectives 2, 3, and 6)

c. Nominations Committee

Recommends a slate of candidates for election or appointment to the Board by soliciting nominations from a wide variety of sources and researching nominees when necessary. The committee should include the consideration of a broad profile of members: class year, geography, industry sector, etc.