

STATEMENT OF PURPOSE AND ORGANIZATIONAL GUIDELINES

- I. Name of Organization: The University of South Florida College of Engineering Advisory Board.
- II. Purpose: To work in selected areas of interest to the USF College of Engineering for the purpose of:
 - A. Providing an independent review of the USF College of Engineering with special emphasis on effectiveness and program quality;
 - B. Counseling and advising on matters relating to planning, organizing and administering programs, and facilitating a continuing liaison between the College and the various constituents it serves;
 - C. Counseling, advising and demonstrating leadership in raising funds for the College from private, foundation and corporate sources which will assist the College in achieving both its mission and vision;
 - D. Advising and assisting the College's effort to communicate and inform the State of Florida's Legislature of the College's mission and vision with the goal of securing and maintaining sufficient resources to fulfill both the mission and vision.
- III. Membership: The Board shall have 21 seats with a three-year term that may be typically renewed once. Voting members shall support the College with a minimum gift of \$1,000.00 per year. Since most Board members will serve for a maximum of six years, the Board shall have Emeritus Board members comprised of those that are not on the "voting board" but would remain active in supporting the College's activities.

The USF College of Engineering Advisory Board shall consist of a core leadership group titled the Executive Committee. The Executive Committee shall be comprised of six members of the Advisory Board. The Executive Committee shall include: The Past Chair, Current Chair, Vice Chair, Associate Vice Chair, Assistant Vice Chair, and a Delegate of the Engineering Alumni Society. After the Current Chair completes their term, the Current Chair will move to the Past Chair position, the Vice Chair to the Chair, the Associate Vice Chair to Vice Chair, the Assistant Vice Chair to Associate Vice Chair and a new Executive Board member will be appointed to the Assistant Vice Chair role. The Past Chair will exit the Executive Committee at that point in time. The Executive Committee shall meet three (3) times annually. The Executive Committee shall be the nucleus of leadership for the Advisory Board, shall inform the Dean of the Board's activities and provide updates on progress as well as external observations and guidance.

- IV. Nomination Process: The overriding qualification for membership is the ability to help the Board fulfill its purpose (see Section II above) and willingness to make a contribution of time, talent and other resources in promoting excellence in the USF College of Engineering.

Appointments to the Advisory Board may come from the Board members, the Dean, the College of Engineering Department Chairs or the College of Engineering Director of Development. Appointments shall be made for a period of three (3) years, which may be renewed, typically only once, at the discretion of the Dean. The Dean will seek the input

from the Board members prior to making re-appointments. Initial member terms may be staggered to assure continuity and to prevent all terms from expiring on the same date.

V. Officers and Duties:

- A. Officers shall consist of a Chair, Vice Chair, the Associate Vice Chair, and the Assistant Vice Chair. The term of office for each of these positions shall be one year, with officers moving into a new role at the end of one year as described in Section III. The Dean and Chair shall serve as a nominating committee for the new Executive Committee members, who will assume the Assistant Vice Chair position. The Board will be consulted in making final appointments to the Executive Committee. Newly appointed officers shall assume office with the beginning of the USF Fiscal Year (July 1). If a vacancy occurs during the term of office, a replacement will be appointed by the Dean and/or the Chair consistent with the succession plan described in Section III. Specifically, the new appointee will typically assume the Assistant Vice Chair role with other officers advancing as appropriate.
- B. The Chair shall preside at all meetings, give general supervision and direction to the affairs of the Board, and make membership appointments to appropriate working committees. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.

VI. Task Forces and Standing Committees: The Board will appoint task forces and standing committees as it deems prudent and most productive. These are vehicles to allow the Board to take action in support of the Board's mission as described in Section II. The Board shall periodically develop specific tasks that it would like to accomplish in support of the Board's mission. The Board shall consult with the College of Engineering's stakeholders including, but not limited to, the students, the faculty and potential employers as they develop tasks. Once developed, the Board shall appoint a task force and a timeframe to accomplish the task. In order to assure a focused effort, the Board will pursue a limited number of tasks simultaneously. Tasks will each have their own timeline and, thus, will likely be staggered in their completion and start dates. Standing committees may be formed for longer term projects/goals which will not be considered part of the focused tasks. The task forces will have Chairs that are appointed by the Board Chair. Task force Chairs will be considered likely candidates for the Assistant Vice Chair position.

VII. Meetings: Regular meetings shall be held at least annually for the Advisory Board and at least three (3) times annually for the Advisory Board Executive Committee. Additional meetings may be called by the Chair and/or the Dean of the College.

VIII. Effectiveness: The effectiveness in fulfilling its purpose as defined in Section II A–D will be evaluated annually by appropriate measures as set by the Executive Committee. The Advisory Board can be of only marginal assistance without using the experience and knowledge of those served: the College's professors, department chairs, students, alumni and its administrative staff.