

## **Advisory Board Charter**

### **NAME**

The organization will be known as The Citadel's School of Humanities & Social Sciences Advisory Board. Alternately it may be designated as the SHSS Advisory Board.

### **MISSION**

The mission of the Advisory Board is to provide advice and support to The Citadel's School of Humanities & Social Sciences. That advice and support will include guidance and assistance in strategic planning, development of academic opportunities for students and faculty, maintaining effective liaison with the rest of the college and the community, and raising funds through individual gifts, corporate gifts, and grants.

### **MEMBERSHIP**

Members of the Board will be persons who have established themselves as leaders in their fields of endeavor and who are committed to advancing education in the humanities and social sciences at The Citadel. Characteristics of the successful Advisory Board member include the following.

- A demonstrated lifelong interest in learning and a solid commitment to the goals of The Citadel.
- A commitment to service and shirt-sleeve participation. Prior demonstrated involvement with The Citadel is not a prerequisite for newcomers, but is an excellent indicator for alumni.
- A commitment to the long term advancement of The Citadel and its mission. An interest in and willingness to talk about and contribute to the financial needs of The Citadel.
- A willingness to mix with people in member communities promoting The Citadel from the perspective of recruiting students, educating state legislators, usage of the appropriate media, and interacting with other groups of influential people in their communities.

The Advisory Board composition will include 25 members from a variety of backgrounds and educational experiences. Membership will be comprised of at least 50% Citadel graduates. New members will be approved by the SHSS Dean and the Advisory Board. Members will serve for a term of three years and which may be extended for additional terms at the mutual agreement of the board member, Membership and Governance Committee, the Board chair and the Dean. The term limits begin with the Class of 2013.

### **MEETINGS**

The Advisory Board will meet at least three times each year, normally during the fall and spring semesters of the academic year and once in the summer. Meetings will be held on the campus of The Citadel, unless the Board elects to meet elsewhere. Special Board meetings may be called by the Chair of the Board for special purpose(s). A quorum will consist of a majority of all active members.

## **RESPONSIBILITIES**

Membership on the SHSS Advisory Board carries with it the following responsibilities:

- A. Attend Board meetings prepared to discuss agenda items.
- B. Participate in fundraising efforts on behalf of the School, providing advice and counsel on how to increase effectiveness of the development program.
- C. Identify other top-level philanthropists and "open the door" for Citadel leadership and development staff where and when appropriate.
- D. Work with members of the Board for the advancement of the SHSS.

The Advisory Board will consider such matters as may be placed before it by the Dean of SHSS. These matters may include but are not limited to:

- A. Reviewing existing academic programs and assistance in identifying new technological areas that should be promoted and old areas that should be reduced in emphasis or eliminated.
- B. Serving as a sounding board for new ideas, activities or programs.
- C. Assisting in the formulation, structure, prioritization and fundraising for future development, endowment, and scholarship programs related to the mission of the School of Humanities and Social Sciences.
- D. Establishing an alumni/friends relations program(s).
- E. Assisting in promoting professional relations between the School and the community.
- F. Enhancing the School's communications effort with the external public, and other supporting groups.

## **VI. COMMITMENT**

Board members will be asked to show their personal commitment to the success of the School by committing to an annual gift to the School of Humanities & Social Sciences.

## **VII. OFFICERS**

There will be a Chair and a Chair-Elect of the Board, elected from the Advisory Board to serve a two-year term commencing at the close of the fall meeting. After the two-year term the Board Chair becomes the Past Chair, the Chair-Elect assumes the Board Chair and the Board elects a Chair-Elect thereafter. Duties of the officers will be as follows:

### **A. Board Chair**

1. Preside at meetings of the Advisory Board.
2. Act as representative of the Advisory Board at any function where the Board requires representation.
3. Appoint committees of the Board.
4. Chair the Executive Committee of the Board.

#### **B. Chair-Elect**

1. Serve as Chair in the absence of the elected Board Chair.
2. Succeed the Board Chair to fill out an unexpired term in the event that the Board Chair resigns, or is otherwise removed from office by any reason.
3. Chair the Marketing and Capital Development committee.

#### **C. Past Chair**

1. Provide liaison between the Board and other support groups of the School of Humanities and Social Sciences.
2. Chair the Governance and Membership Committee.

### **VIII. STANDING COMMITTEES**

There will be four standing Committees of the Board. These will include an Executive Committee, Governance and Membership Committee, Marketing and Capital Development Committee and an Awards Committee.

#### **A. Executive Committee**

The Executive Committee will consist of the Board Chair, the Chairs of the other three standing Committees, and the Dean of SHSS. The Executive Committee will act to transact such business as may be necessary between the regular meetings of the Advisory Board, and prepare the agenda for the Advisory Board meetings. The Executive Committee will meet at least once before general meetings or at the call of the Board Chair for special purpose(s) as initiated by the Dean of the School of Humanities & Social Sciences.

#### **B. Governance and Membership Committee**

This Committee will encourage and solicit nominations from the general membership regarding new members for the Advisory Board. The Committee will maintain and recommend updates to the By-Laws as needed for review and approval by the entire Advisory Board. The Governance and Membership Committee will consist of at least three Board members, and will include the

past Chair of the Board, who will serve as the Chair of the Committee. The Dean will serve as an Ex-officio on the Governance and Membership Committee.

### **C. Marketing and Capital Development Committee**

This Committee will review and suggest areas for improvement in the School with regards to marketing of The Citadel SHSS programs. This committee will also play a key role in support of development and fund raising efforts. The Marketing & Capital Development Committee will consist of at least three Board members. The Chair of the Committee will be the Chair-Elect and is a member of the Executive Committee.

### **D. Awards Committee**

This Committee will participate in the selection of faculty, student and alumni awards to recognize members of the SHSS "family" who have distinguished themselves by their performance or service to the SHSS. The committee will consist of at least three Board members and will be chaired by a member who is interested and capable of advancing to the Advisory Board chair. The Dean and the executive committee will nominate the Chair of the Awards committee. The full Board will vote to approve the nomination.

### **E. Additional Committees**

The Executive Committee may appoint ad hoc committees to address specific initiatives as needed. Committee members will be selected from the Board membership.

## **IX. REVISION OF BY-LAWS**

All By-Law revisions shall be sent to all members of the Board at least three weeks prior to a meeting. Approval of revisions shall be based on majority vote of all members present at the meeting.