

# UNIVERSITY OF WASHINGTON TACOMA INSTITUTE FOR INNOVATION AND GLOBAL ENGAGEMENT (IIGE)

## Advisory Board Charter

Updated 3/2022

### **ESTABLISHMENT & PURPOSE**

The Institute for Innovation and Global Engagement (IIGE) of the University of Washington Tacoma (UWT) has established the Community Advisory Board (CAB or Board) to oversee the IIGE's Community Engagement Program (CEP). The purpose of the CEP is to connect the Global Honors classroom to the world by promoting collaboration between higher education and the professional community, and engaging as active allies in facilitating the integration of scholarship, skills and knowledge.

### **BOARD MEMBERSHIP & ADMINISTRATION**

The Board will consist of at least six voting members, including the IIGE Executive Director (Director) who will serve as Co-Chair with another voting member. Members will be appointed for a renewable term of two (2) years. CAB members are selected for professional areas of expertise, passion for innovating education, commitment to community development, and potential for networking and collaborations.

The Chair may appoint non-voting members whose knowledge, experience, and connections support the needs and development of the Board. Non-voting members may include representatives from:

- IIGE staff
- Global Honors Alumni
- Global Honors Student Leadership Council
- Global Honors Student Body
- Global Honors Faculty
- Global Honors Faculty Council

The Chair will appoint a member of the IIGE staff to serve as Coordinator to support the Board in its administrative functions, and may appoint such other staff as the Board sees fit to support the Board with any functions within the scope of the Board's authority. Upon recommendation of the Chair, the Board may add voting members, fill vacancies or remove a member at any time with or without cause.

### **I. AUTHORITY**

The initial scope of the Board's activities will focus on the IIGE initiatives such as:

- Designing and implementing programs to enhance research and professional opportunities for students.
- Providing, seeking and securing internships, mentorships or other experiential learning opportunities.

- o Participating and/or serving as a speaker in IIGE events and Global Honors seminars.
- o Developing and helping execute career and professional development mixers.
- o Hosting, arranging, and/or participating in site visits.
- o Surveying and assessing community needs.

## II. BENEFITS, EXPECTATIONS AND RESPONSIBILITIES

Volunteering for CAB requires time and commitment to ensure student success. Service on the Board is an opportunity for professional and personal enrichment. It provides connections with a network of world class faculty and community partners within the University of Washington system. CAB members will be recognized at all IIGE events and will be featured on the IIGE website and newsletter.

CAB members are expected to promote, refine, and help execute programs that support the mission of the IIGE and enhance the curriculum of the Global Honors Program. CAB members will serve as:

- **Citizens** of the CEP through attendance at CAB meetings, either in person or remotely, as well as thorough preparation for meetings, including reading any supplied handouts and agenda in advance; investment of an average of five (5) hours monthly to CAB service beyond meeting attendance, and reporting out to fellow members at Board meetings on activities and achievements for the good of the whole accomplished beyond meeting participation.
- **Ambassadors** of the IIGE through attendance at IIGE events and promotion of its mission and activities to the greater community.
- **Stewards** through participation and fundraising for a range of opportunities outlined in the Directed Research (DRP) and Student Engagement Programs (SEP) and as determined by the Chair.
- **Recruiters** of network partners and subsequent board members.
- **Hosts and facilitators** of site visits for SEP, including if possible accompanying students on one or more site visits throughout the academic year.
- **Educators** who engage with students' academic lives through co-teaching in the Global Honors core seminars through the Community-Partners-in Residence Program and through other opportunities including serving as guest speakers, expert panelists, and keynote presenters in the Global Classroom, Distinguished Speaker Series and the annual Global Engagement Conference.
- **Partners** of the University, the IIGE and Honors program, investing in the work, growth and possibilities of the DRP and SEP and actively helping to build a dynamic network of partners from a vast array of global and local institutions.

The Board is further authorized and directed to perform other duties and responsibilities assigned by the Chair and may authorize one or more members to take certain actions on its behalf.

### III STRUCTURE AND OPERATIONS

#### A. Meetings

##### 1. Method, Frequency, Agenda, Meeting Materials

- a. The Board will meet as often as it determines is appropriate, but *at least three times per year*. Board members may attend in person or via telephone or video conference.
- b. The agenda, draft minutes from the prior meeting and meeting materials of each meeting will be, whenever reasonably possible, circulated to each member at least one week prior to the meeting date by the Coordinator.
- c. The agenda and minutes may (at the direction of the Chair) also be circulated in advance to the Global Honors Faculty Council or other key UWT groups, as identified by the Board membership.

##### 2. Quorum & Voting

A majority of the members of the Board constitutes a quorum and the act of a majority of those present at any meeting at which a quorum is present, will be the act of the Board. In the absence of a quorum, a majority of the members of the Board present may adjourn any meeting, from time to time, until a quorum is present. No notice of any adjourned meeting need be given other than by announcement at the meeting that is being adjourned.

The Board may act by written consent signed by a majority of current members, provided that all members have received advance notice of the proposed action.

#### B. Amendments to the Charter

Recommendations for changes or amendment to the Charter of the Community Advisory Board may be recommended by the Chair and requires formal approval by a quorum of the membership. The Charter will be reviewed annually.

#### C. Records

The Coordinator will prepare meeting minutes. When approved, minutes will be maintained in accordance with UWT document retention and control policies.