



## UTAH VALLEY UNIVERSITY Policies and Procedures

<b>POLICY TITLE</b>	Advisory Boards	<b>Policy Number</b>	104
<b>Section</b>	Governance, Organization, and General Information	<b>Approval Date</b>	January 28, 2021
<b>Subsection</b>	Governance and Organization	<b>Effective Date</b>	January 28, 2021
<b>Responsible Office</b>	Office of the President		

### 1.0 PURPOSE

1.1 Utah Valley University appreciates the vital contributions of community leaders serving on our advisory boards. Advisory board members enrich the student experience and strengthen the institution through expertise, support, insight, and private resources. This policy outlines the purpose of advisory boards, their governance, and supports advisory board members in their service to the University.

### 2.0 REFERENCES

- 2.1 UVU Policy 114 *Individual Conflict of Interest and Commitment*
- 2.2 UVU Policy 131 *Editing and Review of Official and Other Publications*
- 2.3 UVU Policy 231 *Fundraising Authority, Responsibility, and Coordination*
- 2.4 UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals*

### 3.0 DEFINITIONS

- 3.1 **Advisory board:** A board, committee, or council composed primarily of members of the community.
- 3.2 **Chair:** An external community member of an advisory board or a university employee who is appointed by a chartering university executive, or in accordance with the advisory board's charter, to lead the advisory board for a term of service.
- 3.3 **Chartering university executive:** For the purposes of this policy, a senior university leader designated to oversee the functions and activities of an advisory board. Chartering university executives include, but are not limited to, the President, Provost, vice presidents, associate provosts, deans, and associate vice presidents.



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**3.4 Official publications:** Includes, but is not limited to, the catalog, employee newsletter, program and general brochures, class schedules, policies and procedures manuals, advertising, press releases, social media, and any digital assets.

**3.5 Volunteer:** An individual who is unpaid for their service at the University, offers services freely without coercion or pressure to serve, and has no expectation of receiving pay or other benefits.

### 4.0 POLICY

#### 4.1 Policy Statement

**4.1.1** Advisory boards provide the University and its programs with valuable industry and community input, expertise, and guidance. Advisory boards provide consultation, deliberate issues, and provide recommendations to the responsible chartering university executive and/or their appointee to whom the advisory board is accountable.

**4.1.2** Advisory boards have no statutory or delegated governance, financial, or administrative authority for Utah Valley University or any of its programs or services.

#### 4.2 Scope of Policy

**4.2.1** This policy applies to all existing and future advisory boards affiliated with Utah Valley University.

#### 4.3 Compliance with University Policies

**4.3.1** As with all UVU employees and volunteers, members of advisory boards are expected to act ethically and with integrity, comply with applicable university policies, and shall not disclose or improperly use confidential, controlled, private, or protected information acquired by reason of their position on an advisory board or in the course of duties while serving on an advisory board.

**4.3.2** Advisory board members shall have no expectation of preferential treatment.



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### 4.4 Conflict of Interest and Disclosure

4.4.1 In accordance with UVU conflict of interest policies and practices and to protect individual advisory board members and the University, advisory board members shall avoid conflicts of interest, including the appearance of conflicts of interest, and comply with all applicable state and federal laws. Should a conflict or potential conflict of interest arise, advisory board members shall disclose all actual, potential, and apparent conflicts of interest immediately.

4.4.2 Advisory board members shall recuse themselves from discussions on matters in which they have a direct or indirect material interest.

### 4.5 Establishment of Advisory Boards

4.5.1 Administrative oversight of each advisory board will be the responsibility of a chartering university executive, who is responsible for chartering the advisory board and for vetting and approving board members. The chartering university executive may appoint a designee (a university employee) to perform all duties of the chartering university executive, with the exception of presenting the charter for approval in President's Council.

4.5.2 Using the standard *Advisory Board Charter Form* provided by the Office of General Counsel, the chartering university executive shall submit a proposed charter to President's Council for approval.

4.5.3 The chartering university executive, in consultation with the advisory board chair, determines the total number of advisory board members and invites board members to serve according to the terms of the charter.

4.5.4 Board members serve at the pleasure of the chartering university executive.

### 4.6 Discontinuing an Advisory Board

4.6.1 Should conditions dictate, the chartering university executive may recommend to President's Council that an advisory board be discontinued.

### 4.7 Fundraising by an Advisory Board

4.7.1 All fundraising activities conducted at UVU are governed by UVU Policy 231 *Fundraising Authority, Responsibility, and Coordination*. Fundraising activities by an advisory board are governed by the same policy. In accordance with this policy, all donations or gifts must be processed and receipted through Institutional Advancement.



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### 4.8 Publications

**4.8.1** Any advisory board publication with an external audience is an official publication of the University and must comply with University Marketing and Communications standards and guidelines, UVU Policy 131 *Editing and Review of Official and Other Publications*, and UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals*.

**4.8.2** Advisory board publications that are internal to the board must comply with UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals*.

## 5.0 PROCEDURES

### 5.1 Procedures for Establishing an Advisory Board

**5.1.1** Individuals wishing to establish an advisory board must complete the *Advisory Board Charter Form* provided by Office of General Counsel and available on UVU's website [www.uvu.edu/admin/advisory\\_board\\_policy.html](http://www.uvu.edu/admin/advisory_board_policy.html) for submission to a chartering university executive.

**5.1.2** The *Advisory Board Charter Form* must include (1) the type of advisory board being created; (2) the mission, purpose, goals, and scope of the advisory board; (3) proposed membership of the advisory board; (4) terms of service for board members; (5) proposed advisory board officer positions, responsibilities, and terms of services; and (6) specific functions and expectation of advisory board members, including frequency of meetings. If a charter deviates from the standard template, then the chartering university executive or designee, in conjunction with General Counsel, shall review.

**5.1.3** The chartering university executive shall submit the completed *Advisory Board Charter Form* to President's Council for review and approval.

**5.1.4** Upon approval by President's Council, the chartering university executive or their designee have authority to invite members to serve on the advisory board.

**5.1.5** With approval of the chartering university executive, an advisory board may establish bylaws and subcommittees, as necessary, to accomplish its purpose and goals.

### 5.2 Advisory Board Agendas and Reports

**5.2.1** The chartering university executive and the chair, in a functional, mutually respectful relationship, should work together to create and approve advisory board agendas.

**5.2.2** Each chartering university executive shall provide the Chief of Staff with a current list of all advisory boards and members for which they are responsible. The Chief of Staff will annually update and publish a list of advisory boards.



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<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>
January 28, 2021	New regular policy approved.	UVU Board of Trustees