



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 1 of 5

POLICY TITLE	Advancement Boards and Program Advisory Boards	Policy Number	104
Section	Governance, Organization, and General Information	Approval Date	June 18, 2025
Subsection	Governance and Organization	Effective Date	June 18, 2025
Responsible Office	Office of the President	Last Review	June 18, 2025

1.0 PURPOSE

1.1 Utah Valley University appreciates the vital contributions of individuals not employed by UVU serving on our advancement boards and program advisory boards. Board members enrich the student experience and strengthen the institution through expertise, support, insight, and private resources. This policy outlines the purpose of boards, their governance, and supports 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 231 *Fundraising Authority, Responsibility, and Coordination*

3.0 DEFINITIONS

3.1 Board: For the purposes of this policy, a non-governance board, composed primarily of individuals not employed by UVU. There are two types of boards:

3.1.1 Advancement board: A group composed primarily of individuals not employed by UVU who help to identify fundraising resources, annually provide personal financial support to the University, and encourage others to support the University through a financial contribution to Utah Valley University.

3.1.2 Program advisory board: Groups of internal and external stakeholders who help improve the quality, relevance, and reputation of university programs. These programs may be academic programs or those that provide support services to students.

3.2 Chair: An external community member of a board or a university employee who is appointed by a sponsoring university executive, or in accordance with the board's charter, to lead the board for a term of service.



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 2 of 5

3.3 Sponsoring university executive: For the purposes of this policy, a senior university leader designated to oversee the functions and activities of a board. Sponsoring university executives include, but are not limited to, the President, Provost, vice presidents, associate provosts, deans, associate deans, and associate vice presidents.

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 Boards provide the University and its programs with valuable industry and community input, expertise, and guidance, including connections to workforce readiness opportunities. Boards provide consultation, deliberate issues, and provide recommendations to the responsible sponsoring university executive and/or their appointee to whom the board is accountable.

4.1.2 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 advancement and program 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 boards are expected to act ethically and with integrity, and to comply with applicable university policies.

4.3.2 Board members shall not disclose or improperly use confidential, controlled, private, or protected information acquired by reason of their position on a board or in the course of duties while serving on any board. Board members shall sign a confidentiality agreement before the commencement of their term of service on a board. The Office of General Counsel shall provide the confidentiality agreement; the sponsoring executive or their designee are responsible to obtain and maintain these confidentiality agreements.

4.3.3 Advancement board and program advisory board members shall have no expectation of preferential treatment.



4.4 Conflict of Interest and Disclosure

4.4.1 In accordance with UVU conflict of interest policies and practices and to protect individual board members and the University, 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, board members shall disclose all actual, potential, and apparent conflicts of interest immediately.

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

4.5 Establishment of Boards

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

4.5.2 Using the standard *Board Charter Form* provided by the Office of General Counsel, the sponsoring university executive shall submit a proposed charter to President's Council for approval. (See section 5.1.)

4.5.3 The sponsoring university executive, or their designee, in consultation with the board chair, determines the total number of 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 sponsoring university executive.

4.6 Discontinuing a Board

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

4.7 Fundraising by a Board

4.7.1 Fundraising activities by all boards are governed by UVU Policy 231 *Fundraising Authority, Responsibility, and Coordination*. Program advisory boards must coordinate fundraising with their college's advancement board. In accordance with this policy, all donations or gifts must be processed and receipted through Institutional Advancement.



4.8 Publications

4.8.1 Any board publication with an external audience is an official publication of the University and must comply with University Marketing and Communications policies, standards, and guidelines.

4.8.2 Board publications that are internal to the board must comply with University Marketing and Communications branding and style guides.

5.0 PROCEDURES

5.1 Procedures for Establishing a Board

5.1.1 University entities wishing to establish a board must complete the *Board Charter Form* provided by Office of General Counsel and available on UVU's website at www.uvu.edu/admin/advisory_board_policy.html for submission to a sponsoring university executive.

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

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

5.1.4 Upon approval by President's Council, the sponsoring university executive or their designee has authority to invite proposed members to serve on the board.

5.1.5 With approval of the sponsoring university executive, a board may establish bylaws and subcommittees, as necessary, to accomplish its purpose and goals. The sponsoring university executive or their designee has the final responsibility to ensure that bylaws and board governance follow all applicable UVU policies.

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



UTAH VALLEY UNIVERSITY

Policies and Procedures

Page 5 of 5

POLICY HISTORY		
Date of Last Formal Review: June 18, 2025		
Due Date of Next Review: June 18, 2030		
Date of Last Action	Action Taken	Authorizing Entity
January 28, 2021	New regular policy approved.	UVU Board of Trustees
November 20, 2024	Non-substantive change: Link in section 5.1.1 updated to match current material	UVU Policy Office
June 18, 2025	Revised policy approved.	UVU Board of Trustees