

## General Responsibilities of Administrative Advisory Board Chairs and Vice-Chairs

The FEC provides the following guide to help you chair your advisory board. Depending on the board, you may find that some of these responsibilities are delegated to staff support. Please contact Cheryl Moreau in the Office of Faculty Governance (email or x3-9440) if you have questions.

**1. Before the first advisory board meeting, check that current members fulfill membership requirements specified in the Faculty Rules & Regulations (FRR). Contact Cheryl Moreau if there is a problem.** A pdf file of the FRR is available on the Faculty Governance webpage at [http://www.brown.edu/Faculty/Faculty\\_Governance/rules.html](http://www.brown.edu/Faculty/Faculty_Governance/rules.html). This document contains specific information about membership requirements for each board.

**2. Appointment or election of new members.** It is the chair's responsibility to initiate the process for replacing or adding advisory board members, to determine the staggered terms, to inform members of their appointments, and to thank members for their service. Faculty members who are nominated by the Committee on Nominations in consultation with the senior administrator may attend board meetings but may not actively participate or vote until their appointments have been voted on by the Faculty. This does not apply to faculty members appointed by the senior administrator with advice from the Committee on Nominations. Note that student members are usually appointed in the Fall.

**3. Set a meeting time and schedule a minimum of three meetings for semester I and three for semester II (unless otherwise specified in the charge of your board).**

**4. At the first meeting, remind members to notify the Chair (or Vice-Chair) and Cheryl Moreau as soon as possible if they will be on leave semester II or in the next Academic Year.** In order to ensure smooth operation of the board, it is important to give the Nominations Committee adequate notice of any impending vacancy arising from a leave of absence, sabbatical leave, or resignation.

**5. Distribute a copy of the board's charge to all members.** The pdf file of the FRR on the Faculty Governance webpage contains specific information about each committee. All members should be familiar with the charge to their committee.

**6. Remind members that, barring exceptional circumstances, three absences of a member from meetings constitutes resignation of the member. Notify Cheryl Moreau if this occurs.** Repeated, unexplained absences from board meetings may adversely affect the operation of the board.

**7. Discuss conflicts of interest.** The burden of decision rests initially on the board member to determine the existence of a conflict of interest. If the conflict affects only an occasional item of business, the member should withdraw from the meeting until the next item of business is introduced; but if the conflict is of a recurring nature, the member should resign.

**8. Set agenda (varies with board), chair meetings of the board (as appropriate), and review minutes of meetings prepared by administrative assistant (for boards so staffed).**

**9. Prepare an annual report of the board's work and recommendations for presentation to the FEC and General Faculty.** Cheryl Moreau will provide you with a target date for your report. The chair and vice-chair appear before the FEC for discussion and review of this report. It is then scheduled, possibly with amendments, for presentation by the chair or vice-chair at a university faculty meeting. It is often useful for the FEC if you include in your report any recommendations that would improve the operation of the board.

**10. At the last meeting in semester II, arrange for the election of a new Faculty Vice-Chair.** Unless otherwise specified in the charge to your board, the Faculty Vice-Chair shall be a faculty member who is elected by the board at the end of his/her first year of service. **Notify Cheryl Moreau of the name of the faculty member elected as the new Vice-Chair.**

