

Department of Hydrology & Atmospheric Sciences (HAS)

External Advisory Board Member Responsibilities and Guidelines

The Department of Hydrology & Atmospheric Sciences recognizes the value and importance of involving external stakeholders from appropriate fields in the development, delivery, and promotion of its programs through an external advisory board.

Members participate in meetings, conference calls, task teams and other activities to the fullest extent possible. They identify, articulate and prioritize the issues, topics and challenges facing HAS; they share experiences, expertise and contacts; and they serve as a HAS ambassadors. HAS external advisory board members wear the HAS hat.

Advisory Board Meetings

Advisory board meetings are held on a bi-annual schedule (usually October and March) and are of appropriate length to maintain the support, interests, and involvement of advisory board members. Effective and efficient meetings are critical to the success of the advisory board. It is at meetings where discussions and deliberation of important matters are translated into decisions and recommendations regarding the ongoing growth, development, and enhancement of the HAS academic program.

Typical agenda items could include introductions, a general program update (e.g. new faculty, enrollments, course development, program marketing, and student experiences), and campus reports to solicit and secure input from board members. Attendees may also benefit from presentations from subject matter experts, and presentations from students. They are also encouraged to attend the HAS student conference, *El Día del Agua y la Atmósfera*, which coincides with the March board meeting.

The meeting location is normally on the University campus. When necessary, distance technologies such as Zoom will be provided at no cost to allow members to participate who are unable to attend in-person.

Duties of the Board Chair

The chairperson serves as a communication liaison between the board and the head of department. The chair also presides at board meetings, appoints subcommittees, and participates in University events. This position requires individuals who are analytical, creative and able to accommodate many viewpoints on issues and have strong interpersonal and communications skills. The head of department may also turn to the board chair for counsel and confidential advice on a specific topic.

Duties of the Board Vice-Chair

The vice-chairperson acts as the Chair in his or her absence; assists the Chair on the above or other specific duties.

Advisory Board Member Compensation

There will be no formal compensation for advisory board members. HAS will cover all onsite costs associated with the advisory board meeting such as space rental, technology, food services, and parking. Costs related to travel (mileage, accommodations, and other expenses) will normally be the responsibility of the board members.

Board Member Service Terms

Membership will be for an initial three year term. The term shall be renewable at the option of the HAS Head for a subsequent term. Thereafter, the member shall serve at the pleasure of the HAS Head.