**University of Nebraska College of Engineering**

**External Advisory Board Charter**

**(Amended: xx/xx/xxxx)**

**Purpose**

The University of Nebraska College of Engineering External Advisory Board [the Board] has been formed exclusively to assist the Dean in the achievement of the college’s mission, vision and strategy.

**Board Chair and Vice Chair**

The Board Chair will be nominated for a three-year term by the Dean and a vote of the full Board..

The primary role of the Board Chair is to collaborate with the Dean to develop Board agendas and to preside over the Board meetings. The secondary role of the Board Chair is to assist the Dean with all other matters where the Board Chair, Vice-Chair and/or Board Member’s engagement may be of assistance to the Dean.

The Board Vice Chair will be nominated for a three-year term by the Dean and a vote of the full Board. The Board Vice Chair may be nominated for the Board Chair role when an opening occurs.

It is the duty of the Vice-Chair to organize and ensure proper new member onboarding, including making formal introduction to the Board, a review of the mission and vision of the COE, review of the Advisory Charter, welcome social events and solicitation for interest in committee assignments.

**Committees**

The Chair and Vice-Chair will form and appoint standing and ad-hoc committees as required. Committee membership may include non-Board members with the support of the Dean and the Chair. Potential committees may include:

* High School Preparation for Engineering, Comptuing and Construction
* Scholarships
* Internships
* Promotion of the College of Engineering to stakeholders

All committee work shall be coordinated and subject to direction provided by the Dean’s Administrative Staff member.

**Membership**

The Dean and a member of the NU Foundation shall serve as ex-officio members of the Board. Additional ex-officio Board members may be added by invitation of the Dean.

Candidates for Board membership should be leaders and influencers who are motivated and able to advance the college’s mission and vision. Membership to the Board is made by recommendation of the membership committee, endorsement of the Dean and a vote of the full Board. Membership input may come from current membership, the Dean, the Dean’s staff and/or the University of Nebraska Foundation. Board membership should seek a level of diversity that best represents that of the college and of stakeholders. Qualified candidates for membership from COE Department External Advisory Boards will be given consideration.

The target number of active Board membership is 25, however this number may be higher or lower at the discretion of the Board Chair and the Dean. The Board should seek ongoing renewal through a modest, but steady, flow of new members.. One term of Board service is 3 years. There is no established limit on the number of terms a Board member may serve. Renewal of Board membership is made by recommendation of the membership committee, endorsement of the Dean and a vote of the full Board.

Board members who have been in active service for three full terms of service (9 years) may be awarded the “Brightfelt Emeritus Member” designation by a vote of the Board and endorse of the Dean beginning in their 10th year of service. The “Brightfelt Emeritus Member” designation is named in honor of the extraordinary leadership and service Bob Brightfelt provided the Board for many years. “Brightfelt Emeritus Members” are invited to all meetings, are encouraged to provide input and serve on committees, but have no vote on board matters. “Brightfelt Member” is a lifetime designation. Participation is at the discretion of the individual.

**Authority**

The Board has no expressed or implied power or authority.

**Responsibilities**

The Board will meet at least twice annually, typically spring and fall. Special board meetings may be called by the Dean or the Chair as necessary. Committees will meet when called upon. Meetings may be in-person or virtual.

Activities of the Board may include, but are not limited to:

1. Provide stakeholder input and validation regarding College of Engineering strategies, tactics and programs.
2. Actively promote the college in each member’s respective community, professional and business domains of influence.
3. Commitment to financial and/or volunteer support for college programs and initiatives as each Board member is able.
4. Engage the Dean and his/her leadership team to deepen understanding of the COE Strategy and Programs, including the metrics and measurement of success.
5. Show gratitude and support for the efforts and accomplishments of COE leadership and staff.
6. Assist the Dean, Chair and Vice Chair by participation in committees, special projects and initiatives as requested.
7. Promote opportunities for students to interact with business, both public and nonprofit organizations, through internships, mentoring, and experiential learning.
8. Participation at COE Department and student events whenever possible.
9. Provide introductions and access to professional and personal network contacts who are potential COE partners.
10. Build and foster collaborative partnerships with COE Department External Advisory Boards.