

Lock Haven University Business Administration Advisory Board

Mission Statement:

The Business Administration and Accounting Advisory Board provides a source of business and industry expertise; advises Program faculty on trends to enhance students' educational experiences; and strengthens the Programs' community relations and outreach efforts.

Key Responsibilities:

- ◆ Evaluate Business Administration and Accounting Programs' curriculum and various documents (program mission, goals, learning objectives, strategic plan); identify strengths and weaknesses of program; and advise faculty from the perspective of professionals in the field
- ◆ Identify needs of the business community; advise about whether/how well the LHUP programs meet those needs; and suggest how the Programs can better meet the needs of the business community
- ◆ Serve in leadership positions, on committees, and/or undertake special assignments as appropriate to enhance the overall effectiveness of the Business Administration and Accounting Programs
- ◆ Understand resource needs and support the Program faculty and Development Office with securing resources where appropriate
- ◆ Recommend potential nominees for Board membership who can make significant contributions to the Board's progress and who will complement Board composition to assure broad representation in the field
- ◆ Recruit alumni and business persons to volunteer for various learning activities
- ◆ Bring a *sense of humor* to all board meetings and events

Time Commitment:

- ◆ Attend two meetings per year (Fall, Spring), each to be scheduled for 90 minutes
- ◆ Participate as schedule permits in Board-sponsored events and activities, and encourage participation from community members
- ◆ Respond to requests, via email or telephone, for feedback on issues of importance
- ◆ Participate in subcommittee meetings (if serving on one) or conference calls as deemed necessary by the subcommittee membership

Board Terms, Membership, and Attendance:

- ◆ Board members will be appointed for three-year, renewable terms. Board terms will be staggered.
- ◆ Membership will include a minimum of 20 members including 75% of membership from business and industry and 25% from the faculty. In addition to the 20 members, a minimum of two student representatives to the board will be appointed by the faculty. Representative membership will include Advisory Board members who proportionally represent student enrollment in the accounting and business programs (including concentrations) and business/industry in the regional area (including Clearfield).
- ◆ Board members are expected to attend all meetings. If members are unable to attend, they should provide advance notification to the Board Chair (or designee). Three consecutive meeting absences will result in follow-up by Board Chair to discuss with the Board Member their interest in continuing to serve on the Board.

Board Offices and Subcommittees:

- ◆ The Board shall elect a Chair and Vice Chair from business and industry membership, and Secretary and Treasurer from the full Board membership.
- ◆ Board Officers will be appointed for three-year, renewable terms.
- ◆ Subcommittees exist for Strategic Planning, Business Hall of Fame, and Board Development, but other subcommittees may be formed at the discretion of the Board/faculty.