Brandeis University
General Guidelines
Boards of Advisors (BOA)

- The Provost acts as the manager, both reviewing and organizing the BOAs; the President gives final approval.

The Board of Advisors (BOA)
- A school, division, center, institute, or other organization within the University that wants to organize an external advisory presence to guide current activities, future direction, and/or fund raising must establish a Board of Advisors (BOA).
- The President and the Provost must give their permission for the establishment of a BOA.
- Each BOA on campus will have these general guidelines at its core.
- Each BOA will also have a supplemental charter defining its specific scope of work and expectations.
- Each BOA will include a fund-raising plan for Brandeis University within its supplemental charter.
- General and specific BOA guidelines may be amended after review by the Provost and with the approval of the President.
- In cases where a BOA exists within a unit of the University presided over by a dean, the organizers of that BOA must also seek appropriate approvals from the dean of that unit.
- Annually, the BOA will report to the Provost on its activities and achievements against its annual plan and will articulate its future goals. The Provost will discuss the report with the President.

Composition
- Initial BOA members will be nominated by members of the Brandeis Board of Trustees, division chairs or unit heads, the University’s senior administration, deans, or the Office of Advancement. Nominees will be reviewed and approved by the Provost and the President.
- Each BOA will have a target of twenty members. Maximum membership levels may vary by BOA. Such differences will be outlined in each BOA’s supplemental charter.
- Once elected, BOA members will serve for a three-year term.
- Membership terms will begin on September 1st of the year in which the person was elected to the BOA. Terms will end on August 31st of the third year of the membership.
- Members will be eligible for reelection.
- After nine consecutive years on a BOA, that member will be required to take at least one year off.
- Each BOA will have as a member one current member of the Brandeis Board of Trustees.
- The Provost and President may appoint honorary members to a BOA.
- The Provost and President may appoint special consultants to a BOA. Special consultants will have expertise in the subject area relevant to a BOA. Special consultants will have input in BOA discussions and be eligible to vote on formal recommendations to the University.
Upon the recommendation of a BOA’s leadership, the Provost and President may appoint emeritus/a members to a BOA from the pool of former members of that BOA. Once a BOA has been established and has an active membership, those members will be involved with nominating, vetting, and recommending future members. Once a BOA has been established, a sub-committee of that BOA will identify, review, and recommend future chairs to the Provost and the President. These sub-committee members will not nominate themselves for the chair position. Other BOA sub-committees may be established to help complete the work of each BOA. Sub-committee areas may include marketing, development, governance, student recruiting, corporate relations, community relations, strategic planning, etc. The right of final approval of all new members and chairs of a BOA will be retained by the Provost and the President.

Expectations of BOA Members
- BOA members are expected to have a demonstrated interest in Brandeis University and the area of the University associated with that member’s BOA.
- Each BOA member will be expected to make a minimum annual contribution as identified in the supplemental charter of that specific BOA.
- The annual contribution will support a core activity at Brandeis University in the area relevant to each particular BOA.
- Each BOA member will be expected to make a major gift in addition to his or her annual support during his or her term on the BOA.
- BOA members may build consensus around the fund-raising priorities for their annual and major gifts provided that these gifts respond to priority needs set forth by the Provost and the President.
- BOA members are expected to attend BOA meetings and to participate in other related activities.

Management/Leadership of BOA
- The BOA chair will serve for a three-year term.
- The chair will be eligible for reelection.
- After six consecutive years as BOA chair, that person will be required to take at least one year off as chair.
- The BOA chair will understand his/her role in soliciting other members.
- Each BOA will be managed by a dean, a member of the Brandeis faculty, or a member of the senior administration who has been appointed by the Provost and the President to oversee the area of the University that is relevant to that BOA. (ex. Director of the Rose Art Museum; Head of Science; Director of the Office of the Arts)

Meetings
- It is acknowledged that an in-depth understanding of the University and its general practices are important to ensuring the productive operation of BOAs. Towards that goal, the inaugural members of each BOA will be educated about the business of the University.
- Future BOA members will receive an orientation on the business of the University.
• Each BOA will convene once or twice per academic year, and members will attend in-person or via conference call.
• BOA meetings may include group discussions on key topics, faculty presentations, student presentations, consulting on issues facing the University or a relevant area of the University, and other group activities relevant to that BOA’s supplemental charter.
• The Provost of the University will be invited to attend BOA meetings. The Provost or the Provost’s designee will attend whenever possible.

Activities
• The BOA members will provide guidance to the dean, faculty member, or senior administrator who manages that BOA on strategic topics.
• BOA members are expected to serve as ambassadors for the area of the University associated with their BOA. As appropriate, ambassadorship may include recommending new members, encouraging prospective students to apply to the University, making connections for the Provost and President with community leaders and philanthropists, and contributing in other meaningful ways to the life of the University.
• The Brandeis Board of Trustees may invite the BOA chairs to attend sub-committee meetings of the Board, as appropriate, or make presentations to the Board.
• Recommendations, goals and outreach suggested by the BOA throughout the year as well as in its annual report must be reviewed by the Provost.

Staffing
• It is acknowledged that managing a BOA requires considerable staff time, which must be dedicated for that purpose by the University and the relevant departments/units.
• The staff person assigned to a BOA will take minutes at each meeting of that BOA and distribute those minutes to members prior to or at the next meeting of that BOA.
• A BOA will not be established without an agreed-upon plan for how it is to be staffed.