

**CHARTER**  
**Engineering Advisory Board**

**School of Engineering**  
**Santa Clara University**

**April 7, 2014**

**I. Mission**

The mission of the Engineering Advisory Board (EAB) of the SCU School of Engineering is to **guide and support the School through forward thinking and strategic thinking, to deliver timely advice on industry trends, specific Valley needs, strategic plans, and capital campaigns.**

Through individual, corporate or foundation efforts, as well as each member's network of contacts, the EAB will:

- advise the Dean from the perspective of industry and provide ideas and counsel to the Dean
- assist the Dean to achieve the School's strategic vision
- provide philanthropic resources for the School
- assist in planning and reviewing strategic and capital campaign plans
- promote and make the School more visible in the larger Silicon Valley community.

As the voice of the Engineering community, the EAB keeps the Dean apprised of the changing needs of those who employ the School's graduates and of the evolution of the engineering profession in general. The EAB, often in conjunction with the departmental advisory boards, aids in:

- developing the School's brand, identity, public awareness, and reputation
- advising the Dean on special topics as requested by the Dean.

By providing additional contacts in industry for the Dean and faculty, the EAB promotes deeper involvement between the School and industry, helps keep the School's educational programs relevant, and provides exposure for research opportunities and funding. In general the EAB forms a cadre of ambassadors for the School.

**II. Expectations**

EAB members are expected to strive for an aspirational level of annual personal, corporate or foundation giving to the School that shall be set by the Executive Committee of the EAB. The level of financial support should represent a member's top 3-5 philanthropic priorities. Each member is expected to have personal, corporate or foundation resources and to direct these toward the School's needs as appropriate. This includes the expectation of an annual gift to the School. Each member is expected to attend at least two full EAB meetings per year, to be available to consult with the Dean as needed, and to attend the Senior Design Conference, which is held the day of the spring EAB meeting, as well as other high level events hosted by the School of Engineering. Occasionally, members will be asked to spend time with students, and are encouraged to develop relationships with the Engineering student body.

**III. Membership and Meetings**

Board size is expected to range between 25 and 35. Members are selected by the Executive Committee of the EAB. A membership term is limited to three years and each member may be reappointed to serve a second three year term. The Chair will serve as such for a term of five years. The full EAB will meet three times per year unless the EAB chooses to meet more frequently on either a regular or an ad hoc basis. Committees or task forces within the EAB will establish their own meeting schedules. Upon leaving the board a member may remain a member emeritus for as long as he or she wishes.

# Santa Clara University

## School of Engineering Advisory Board

### Executive Committee Charter

#### General Description of Authority

The Executive Committee is a standing committee of the Engineering (*former Industry*) Advisory Board (EAB) whose general purpose is to strengthen the Board's performance by helping it function effectively and efficiently by steering the board's focus on high priority tasks that are most beneficial to both the School of Engineering and the Dean. It appoints all members to the Engineering Advisory Board based upon recommendations from the Dean and annually reviews and sets term limits for existing board members. In addition the Executive Committee oversees the structure, policy, and procedure of the EAB Board and its members.

#### Membership

The Executive Committee is elected annually by the Dean and EAB Board Chair to serve for a period of one year. The Committee will consist of no fewer than five (5) members, including the Chair and Dean of the School of Engineering.

#### Duties and Responsibilities

- Populate the Board with knowledgeable, dedicated members, interested in supporting the School by maintaining a viable list of candidates and by cultivating key prospects.
- Appoint new EAB Board Members and annually review existing board members.
- Manage Term limits for EAB Board Members.
- Assess the performance of individual Board Members when they are up for re-election.
- Perform succession planning for the EAB chair position.
- Assist with the implementation of STEM (Science, Technology, Engineering, and Math) Initiative.
- Provide leadership for the organization and participation of capital campaigns.
- Assist the Dean and the Chair identifies high impact strategic issues for discussion during EAB meetings.
- Financially support the School of Engineering with a suggested annual contribution of at least \$5,000.

#### Meetings

The Executive Committee will meet as needed, but no less than three times annually.

#### Reporting

Minutes shall be kept of all Executive Committee meetings and be made available to all Board members at EAB meetings.

(Rev. 5/2014)