

# NCSU Computer Science Strategic Advisory Board (v 3.0 9/30/08)

The mission of NC State's Computer Science Department is to create and disseminate knowledge by constituting a scholarly community focused on research and education. Our research in the science and technology of computing betters state and nation. Our educational programs equip our students to be competitive, to succeed in their profession, and to contribute to society.

## Role of the Strategic Advisory Board (SAB)

Serving as a cornerstone for the department's focus on maintaining strong and active partnerships with the global business and academic communities, the **Strategic Advisory Board (SAB)** is a dynamic group of executives representing local and international industry and academic leaders who provide input, facilitation, and guidance critical to the department's strategic planning efforts. The SAB meets annually on campus each spring, and functions as a virtual working team throughout the year via conference calls and subcommittees.

Optimally, the SAB will be comprised of 25 maximum (15 minimum) executives and leaders in the technology field who are NCSU alumni or supporters interested in sharing their vision, experiences, and expertise to enhance the department and its effectiveness toward meeting its mission and vision. Board members should be individuals of influence and leadership in business and/or academic communities, who share a common vision of the significant role computer science has at NC State and on the extended technology community.

The Strategic Advisory Board will provide the leadership necessary to ensure that NC State's computer science department is among the nation's finest and most significant. In conjunction with department, college, and University leadership, they will provide guidance and pursue strategies to ensure that the department continues to grow in emerging areas of computer science technology while providing the highest quality education for our students.

## Selection Process, Qualifications & Duties of SAB Members

SAB members are elected to serve a three (3) year term (defined as three annual meetings), and are eligible to serve two consecutive terms followed by a minimum of one year off the Board before being eligible for re-nomination.

The Membership Committee and/or SAB leaders will work closely with the department head to manage the nomination and selection process, ensuring breadth and depth of experience, professional influence, and membership diversity. SAB members are encouraged to support the department of computer science with their time, their service and their gifts, whether direct or indirect. They will be asked to assist in membership recruitment and to provide expertise in areas of their interest or special skills.

**Nomination Process** – Names and credentials of prospective board members must be submitted in writing (via Prospective Board Member Nomination Form). In order for candidates to be considered for terms beginning in the spring of each year, the Membership Committee will observe the following target dates (actual dates will be communicated annually):

- Dec 1 – Nominations closed
- Jan 5 – Candidate reviews completed & slate issued for SAB vote. Nominees recommended for membership consideration are provided to the department head for his/her consideration and action.
- Feb 1 – Invitations extended by the department head to new members
- Spring Meeting – New memberships officially conferred.\*

\*New memberships are officially conferred only on those new members in attendance at the annual meeting. Candidates who accept an invitation, but who are unable to attend the annual meeting will not become board members. Their nominations will go back into the candidate pool for consideration the following year.

**Board members will be subject to the following qualification criteria:**

- Knowledge or interest in the field of computer science and its impact, and the goals, objectives, and programs of the NC State Department of Computer Science.
- Ability and willingness to provide input, guidance, and support for the goals and objectives of the NC State Department of Computer Science.

**Board members will be expected to:**

- Attend annual on-campus board meetings in Raleigh.
- Provide ongoing input and guidance to support the department in the accomplishment of its mission, vision, and goals.
- Lend personal advice and expertise to department leaders throughout the year.
- Serve as advocates for NC State University and the department in their communities of influence.
- Support the department's financial needs by personally providing an annual tax-deductible contribution, and/or by representing a company, which actively supports the department (optional for academic and representatives of other special interest groups).

**Maintaining Active Membership Status** – Because board members are asked to commit to personally attending and actively participating in annual board meetings and activities, the following guidelines will be observed when addressing “inactive” members:

- **If a member fails to personally attend an annual meeting**, a member of the SAB and/or department leadership team will contact him or her to determine if this was simply unavoidable, and to verify the member's continued desire to serve. If the absence was unavoidable and the member wishes to remain on the board, no further action is taken.
- **If the member fails to personally attend two consecutive annual meetings**, and is not actively involved in any board activities, then the assumption is that member has no desire to remain involved and considered a voluntary termination of board membership. A letter from the department will be sent to the individual notifying them of the determination. If the member has missed two consecutive annual meetings, but has been actively involved and engaged in the board's work through conference calls or subcommittee activity, then a member of the SAB and/or department leadership team will contact them to determine their desire to continue serving.

**Member Emeritus Roles** - The department head retains the right to extend a special "member emeritus" invitation to a select number of previous members who have been and who want to

remain actively engaged with the board. They would serve at the discretion of the department head, with invitations extended annually, with no term limits. A “member emeritus” would be eligible for re-nomination for full board membership, one year after their previous term expired.

**Board Leadership Roles** – Primary leadership roles include the Chairperson and Vice-Chairperson, selected by the board members. Duties and responsibilities of the leadership roles are as follows:

#### **Chairperson**

- Works directly with department leadership to establish schedule of SAB conference calls and annual face-to-face meeting (typically one call in the fall, one call in the winter, and annual meeting in April).
- Works directly with department leadership to identify areas of mutual interest and to develop corresponding agendas for SAB conference calls and annual meeting.
- Presides over and/or supports facilitation of SAB conference calls and annual meeting.
- Contacts prospective SAB members to insure that they fully understand the duties, responsibilities and expectations of SAB membership.
- Encourages and solicits SAB members to actively participate in departmental events, initiatives, and activities.
- Represents the SAB members and speaks on their behalf at CoE and University-level functions, as invited and necessary.

#### **Vice-Chairperson**

- Works closely with the SAB Chairperson and department leadership to help establish schedule of SAB conference calls and annual face-to-face meeting (typically one call in the fall, one call in the winter, and annual meeting in April).
- Works closely with the SAB Chairperson and department leadership to help identify areas of mutual interest and to develop corresponding agendas for SAB conference calls and annual meeting.
- Provides support in capturing comments and actions during SAB conference calls and annual meeting, and assists in generating and issuing minutes.
- Plays an active role in screening and evaluating SAB member nominations.
- Provides leadership to SAB identified initiatives, as necessary.
- Fulfills the role of the Chairperson in their absence.

Each position typically serves a one-year term, with the Vice-Chairperson automatically assuming the Chairperson’s role in the following year. The chairperson can serve up to two years, with the approval of the board and department head, if circumstances warrant (if Vice-Chairperson resigns, or decides they need an extra year before assuming the chairperson role, as example). Nominations for Vice-Chairperson role will be requested during the winter conference call, and vetted (via personal discussions with the current SAB leaders and department leadership) prior to the annual meeting in the spring. The department head has final approval over the Vice-Chairperson candidate and will formally submit the recommendation for board approval during the spring meeting.