

EABC – Carlson School Board Membership

Board Role – the EABC Board is an advisory board for the IDSC Program, Carlson School, at the University of Minnesota.

Board Size and Terms– the Board shall have 15 members with the ability to expand to 18 members to facilitate membership transitions. The Board will have no fewer than 12 members. Board size may be changed by a quorum vote of the current Board members.

Board members will:

- Serve two-year terms.
- Have the option to serve up to four consecutive two-year terms
- Have the option to reapply to serve on the Board after being off the Board for one two-year term once they have served the maximum four consecutive terms

Board Expectations – We expect members to:

- Attend Board meetings and the summer planning session as well as actively participate on at least one committee (members can be replaced for lack of active participation, e.g. not attending Board meetings or not serving on committees)
- Volunteer for one or two Carlson School programs. (e.g., Classroom visits, Case competitions, etc.)
- Be a strong U of M, Carlson School, MIS program advocate

Board Transitions –

- Each member will be asked annually if they wish to continue to serve their current term or renew their term (up to the four term limit)
- As a Board, we will try to manage the transitions so not everyone is leaving at the same time.

Board Composition – the Board shall have a mix of Carlson grads and non-grads and a variety of years of industry experience.

Board members shall represent various Minnesota companies and industries and are limited to one Board member per company (we will grandfather current Board members where multiple people are from the same company).

Should a Board member leave his/her company, he/she may continue on the Board for their current term.

Upon a Board member's resignation, two things may occur simultaneously:

- The company the Board member represented may nominate a new Board member and the nominee will go through the Board Membership Nomination Process
- The Board member may reapply for continued membership via his/her new company and will go through the Board Membership Nomination Process (we will not grandfather anyone else from an existing company represented on the Board)

Board Membership Nomination – the process for adding new Board Members is:

- Candidates may be nominated by current Board members and/or Carlson faculty
- Candidates will be interviewed by a minimum of one member of the Executive Committee and at least one member not on the Executive Committee
- Board membership will vote to accept / deny membership.

Board Meetings – the Board will meet at least five times per year. Typical meetings are held in October, December, February, April and sometime during the summer. The preference is for Board Members to attend in person. However, with prior notice, with the exception of the summer meeting, a phone conference will be established for members who can't attend the meeting in-person.

Voting Quorum – will be 50% of current the Board membership

Resignation – must be submitted in writing to the Board Chair.

Special Meetings – may be called upon request of the Chair or one-third of the Board. Notices of special meetings shall be sent out electronically to the Board mailing list.

Executive Committee – the Board shall elect one of its members to serve as the Board Chair for a two-year term. A Vice-Chair and Secretary will also be elected to serve a two-year term. Individuals can hold an elected position for two consecutive terms. Elections will be held during the October meeting. Responsibilities of the Executive Committee include:

- Board Chair – chairs each meeting; sets agenda for the meetings, and interviews prospective Board members.
- Board Vice-Chair – will support the Board Chair and commit to step into the Chair position after at least one year in the Vice-Chair role. Vice Chair will also chair meetings if Board Chair is unavailable.
- Board Secretary – takes and distributes meeting minutes for all meetings.

Committees – depending on the need, standing committees will be set up for each academic year. The term for the Committee Chair and Committee members is one year and can be renewed. For 2013 / 2014 academic year, the committees are:

- Curriculum Review, Chair - Todd Loncorich
- SAP, Chair - Paul Wellman
- Trends, Chair - Kate Siegrist
- Communications, Chair – Tim Boos
- Executive, Chair - Mike McFarlane

Faculty Board Expectations

- a. Carlson IDSC Chair shall
 - i. Confirm the EABC Mission
 - ii. Nominate EABC members with the assistance of existing board members
- b. Present updates twice annually:
 - i. Curriculum updates
 - ii. Suggested course/program changes
 - iii. Metrics on registrations, placements, etc.
 - iv. Carlson School program standings
 - v. Updated materials distributed 2 weeks in advance of meetings
- c. Provide a schedule of events where board assistance is desired
 - i. Provide what is known at first board meeting
 - ii. Provide ad hoc requests as they occur