

Employer Advisory Board Bylaws

*University Career Services
George Mason University*

ARTICLE 1. Introduction

SECTION 1. The George Mason University Career Services Employer Advisory Board is a non-fiduciary volunteer board which advises University Career Services.

SECTION 2. Additional Advisory Boards within University Career Services may be established by the Director of University Career Services.

SECTION 3. The organizational principles common to all of the Advisory Boards -- purpose, membership, visits, meetings, reports, giving, reimbursement of expenses and staff responsibilities -- are set forth below.

ARTICLE 2. Purpose

SECTION 1. The Advisory Board is advisory to the Director of University Career Services. The Advisory Board should provide University Career Services with informed, interested and distinguished advice and appraisal from outside the University, thereby connecting the University with the world beyond the campuses and providing the University with knowledge and expertise.

SECTION 2. The Advisory Board should provide the Director and Career Services staff with an objective, informed perspective -- in the form of a written or oral report -- on the long and short range objectives of the office; the strengths and weakness of the office in relation to those objectives; the needs of, and other observations relating to the office; and recommendations for improvement of the office.

ARTICLE 3. Membership and the Chair

SECTION 1. The Employer Advisory Board shall ordinarily consist of between 15 and 25 distinguished persons, informed about and interested in the various fields relevant to Career Services. The interest may be theoretical or practical, academic or professional, vocational or avocational. A Board's membership should represent a healthy blend of the pluralism that characterizes the University -- men and women from all walks of life, with a range of ethnic, racial and religious backgrounds, non-alumni(ae) and alumni(ae), scholars and practitioners. No more than two members of the University's Board of Visitors may serve on any single Advisory Board, and no Visitor may serve on more than one Board at any time.

SECTION 2. Power of appointment to the Advisory Boards rests with the recommendation of the Director of University Career Services. The Director, in making his/her recommendations, should consult the Vice President of University Life and the Chair of the Employer Advisory Board.

SECTION 3. Nominations may come from any source including faculty members, students and alumni(ae), but a nomination must receive the recommendation of the Director of Career Services. Biographical data on prospective appointees should be directed to the Director.

SECTION 4. Board members are appointed for two-year terms and shall serve no more than nine consecutive years or three full terms, whichever is the longer. When new Boards are formed, appointments shall be divided to ensure that the terms of not more than one-third of the members expire in any one year.

SECTION 5. The Chair of the Employer Advisory Board shall be appointed by the Director of Career Services. The term of the Chair shall be one year subject to renewal annually for a combined period not to exceed two consecutive years. A Vice Chair shall be appointed in a similar manner with the same term limitations.

SECTION 6. After the Employer Advisory Board is constituted, the Board shall meet at least twice per year.

SECTION 7. It is the responsibility of the Chair/Director to call all meetings and to prepare reports with the concurrence of the Advisory Board.

ARTICLE 4. Board Support

SECTION 1. The Employer Advisory Board may adopt personal giving policies similar to those ratified by the George Mason University Board of Visitors and the George Mason University Foundation Board of Trustees.

ARTICLE 5. Reimbursement of Expenses

SECTION 1. It is assumed that the members of the Board will usually be in a position to cover their own expenses. However, members may declare non-reimbursed expenses as a gift to the University. In this case they should file a brief statement with receipts attached with the George Mason University Foundation, Inc. who will issue appropriate documentation.

ARTICLE 6. Staff Responsibilities

SECTION 1. Staff members in University Career Services, designated by the Director, shall serve as liaisons for the Board, shall handle arrangements for the meetings, and shall be available to assist the members when they are actually on campus.