

**GUIDELINES OF THE
PRESIDENTS LEADERSHIP CLASS BOARD OF ADVOCATES
SUPPORTING the PRESIDENTS LEADERSHIP CLASS
at the
UNIVERSITY OF COLORADO BOULDER
EFFECTIVE: March 2015**

**ARTICLE I
PURPOSE**

The purpose of the PLC Board of Advocates (BoA) is to support the vision, mission, programs, students and alumni of the Presidents Leadership Class (“PLC”) at the University of Colorado Boulder, and to:

- Advocate for PLC programs, projects, and students to increase the visibility, vitality, and utility of the PLC program;
- Promote and generate financial and other resource development through fundraising and related strategies from corporate, foundation, and individual private gifts;
- Support the development of an active and engaged alumni community; and,
- Advise PLC staff and faculty on policies, strategies, and programming.

**ARTICLE II
MEMBERSHIP & EXPECTATIONS OF MEMBERS**

Section 1. Members. The Board shall consist of at least thirteen (13) and up to twenty-five (25) members approximately comprised of the following:

- 50% PLC Alumni representation (appointed for a three-year term, which may be renewed);
- One member of the PLC Alumni Club’s leadership board (appointed for a BoA term in conjunction with their Alumni Club appointment);
- Two presently enrolled PLC Scholars (appointed by the PLC Director for a single two-year term);
- The Chancellor of the University or their designee (permanent member);
- The PLC Director (permanent member); and,
- At least two University faculty or staff members (appointed by the PLC Director with approval of the Executive Committee for a one-year term, which may be renewed).

Potential Board members will be referred to the PLC Director and Board Chair for interview and possible invitation to the Board.

Section 2. Expectations of Members. The Board is committed to providing the highest level of advocacy, volunteer, and financial support (100% giving by the Board) to the PLC program. To fulfill this commitment, each member of the Board is expected to:

- Make PLC a personal philanthropic and volunteer priority, donating to a PLC fund at a level that is personally significant every year;
- Advocate for the PLC program and its students to develop financial support, educational and employment opportunities, and support the recruitment of top high school students;
- Make themselves available to the current PLC scholars and any requesting alumni for advice, networking, and coaching, as appropriate. Board members are expected to provide sufficient biographical information and reliable contact information that can be shared with the students and alumni. Board members are encouraged to join the PLC LinkedIn group;
- Connect the PLC Director and CU Development staff to other potential sources of funding; and,
- Prepare for and attend Board meetings, and consider attending other PLC events, e.g., special lectures, graduation, class presentations, alumni functions, etc.

ARTICLE III BOARD CHAIR

Section 1. Chair. The only officer of the Board will be the Chair. The Chair shall be a member of the Board and shall be invited by the PLC Director and the Outgoing Chair to serve a two (2) year term or until a successor is appointed.

The Chair shall be the executive representative of the Board, shall preside at meetings of the Board and the Executive Committee, may serve as a member of any committees established by the Board, shall be empowered to appoint *ad hoc* committees in conjunction with the PLC Director, shall be the official public spokesperson for the Board, shall supervise the Board's correspondence (sent and received), and shall perform all duties usually pertaining to the office of Chair.

ARTICLE IV MEETINGS

Section 1. Meetings. The Board shall conduct two meeting per year in Boulder, normally in August and February. The general goals of the meetings are to highlight student achievement, inform on PLC program elements, advise on issues as requested by the PLC Director, and to ensure members are well postured for their advocacy role. Special meetings may be convened upon agreement between the Chair and the PLC Director.

Section 2. Conduct of Meetings and Attendance. The Chair shall preside over meetings of the Board. In the event that the Chair is absent or unable to preside, the Chair or the PLC Director shall designate another Board member to preside over that meeting. The Board is not required to use Roberts Rules of Order. Attendance at

meetings in person is preferred, however members may make arrangements to participate in meetings by video or telephone conference.

Section 3. Logistics, Minutes and Records. The PLC Director will coordinate the venue and other support, and publish the agenda and any pre-reads in consultation with the Board Chair. The PLC Director is responsible for the Minutes and shall be the custodian of the Board's records.

ARTICLE V COMMITTEES

Section 1. Executive Committee. The Executive Committee shall consist of the Board Chair, the PLC Director, and two (2) other members of the Board to be invited by the Board Chair. The Executive Committee shall act on behalf of the Board at such times where action by the Board is required prior to the next regularly scheduled Board meeting and notice of the need for such action was not received by the Board in a timely matter.

Section 2. The Board Chair in collaboration with the PLC Director may establish *ad hoc* committees as needed to carry out the Board's duties, objectives, and initiatives.

ARTICLE VI AMENDMENTS & WAIVER OF GUIDELINES

These Guidelines may be changed or waived, as appropriate, by the PLC Director in consultation with the Board Chair and after sufficient notification to the members.