



# ADVISORY COUNCIL

TEXAS TECH  
Rawls College of Business

## ADVISORY COUNCIL CHARTER

### **I. Mission**

The mission of the Rawls College of Business Advisory Council is to support the successful recruitment, education, and placement of students through professional and financial assistance. Members serve as ambassadors in their area of influence and play an integral role in ensuring Rawls College continues to offer high-impact educational experiences by working closely with the Dean, faculty, alumni and current students.

### **II. Purpose**

The Rawls Advisory Council exists to support efforts to achieve the college's vision, actualize its mission and continually improve the quality of education it provides to students. Members provide advice, opinions, and ideas regarding a variety of issues, including programs, recruitment, placement, and the general competitive environment affecting business education. Members help to improve the visibility and enhance the reputation of Rawls College and Texas Tech University.

### **III. Statement of Values**

Rawls College is dedicated to fostering a community in which all students, staff and faculty feel accepted and appreciated. We exist in an interconnected world and strive to educate our students to become globally conscious business leaders. To that end, we encourage our students, staff, faculty, alumni, and volunteers to recognize and value varied perspectives throughout their careers.

### **IV. Membership**

#### *A. General Membership*

- i. Rawls Advisory Council membership should not be less than 50 members or more than 75 members, unless otherwise approved by the Executive Committee and the Dean.
- ii. Members will typically be added once a year. However, if the total membership is below 75, the Membership Committee, at the discretion of the Dean and the Executive Committee, may add members throughout the year. Any member admitted outside the annual nomination cycle will be added to the current year's roster, and their minimum suggested contribution will be determined at the discretion of the approving committee.
- iii. Individuals are selected to serve on the Rawls Advisory Council based on a variety of factors. Candidates do not need expert knowledge of higher education; rather, the council seeks individuals who will bring unique experience, judgment, and innovative

perspectives. The criteria for Advisory Council membership are: (1) ability to move the college forward via the mission of the Council, (2) record of or capacity for supporting the college financially, (3) being at a place personally and professionally to commit time and energy to the Advisory Council, and (4) record of and/or ability to recruit Rawls students into promising careers. The membership of the Advisory Council should engage and build community in a variety of ways including across geography, industry, and Rawls major and degree. The Advisory Council shall not be limited to Rawls College alumni.

- iv. Members are appointed to an initial three-year term that begins on September 1 of the year in which the member is first appointed.
  - a. After successful completion of one's initial term, he/she may be reappointed for an additional three-year term, if endorsed by the Dean, Executive Committee, and Membership Committee.
  - b. An individual who is Chair or Vice-Chair may serve up to two additional years beyond the ordinary limit of six years of consecutive service.
- v. If at any time during a member's term, he/she is found to be grossly negligent in fulfilling the responsibilities of membership, he/she will be asked to resign from the Rawls Advisory Council by the Advisory Council Chair.

#### *B. Emeritus Membership*

After successful completion of six years of general membership, members may be given the option to transition to emeritus status. Emeritus status must be approved by the Dean and Executive Committee. Emeritus members may attend all meetings as non-voting members with no suggested minimum contribution. The Dean with the endorsement of the Executive Committee may at any time implement individual exemptions to this policy.

#### *C. Ex-Officio Membership*

The Rawls Recent Alumni Board Chair will serve as an ex-officio member of the Rawls Advisory Council, with no financial obligation.

#### *D. Honorary Membership*

The Dean and Executive Committee may establish/approve honorary membership.

### **V. Membership Responsibilities**

#### *A. Meetings*

Members are required to attend two Rawls Advisory Council general council meetings per year. Meetings are typically scheduled during the spring and fall semesters. If a member misses three consecutive council meetings, he/she can be dropped from the Rawls Advisory Council. Exceptions to this policy can only be made by the Dean with the endorsement of the Executive Committee. In addition to general council meetings, members should support the council's mission by actively participating on a committee. Committee meetings will be held as needed and directed by the assigned Committee Chair or Advisory Council Chair. Committee meetings may be in-person or virtual and, in general, held on a quarterly basis.

### *B. Suggested Financial Contribution*

Each member of the Rawls Advisory Council is expected to make a suggested minimum annual contribution in the amount determined by the Dean and the Executive Committee. Such membership contributions are due by September 30 to cover all the expenses of the Advisory Council for the fiscal year and to provide funds to carry out activities which, in the judgment of the Dean and with the approval of the Executive Committee, will positively impact the College. Members who have not paid their suggested minimum contribution by December 31 may be dropped from the Advisory Council. Exceptions to this policy can be made by the Dean with the endorsement of the Executive Committee. From time-to-time members will be expected to play an active role in fundraising — both directly and indirectly. Any expenses incurred as a result of membership shall be the responsibility of the member.

### *C. Participation*

Active participation enhances a member's experience on the Rawls Advisory Council and is vital to the success of Rawls College. Members are encouraged to engage in activities that match their abilities and interests, and the needs of Rawls College. Examples include:

<b>Opportunity</b>	<b>Contribution</b>
Campus Engagement	Address classes and student organizations, or help identify/secure high-profile speakers
Curriculum	Contribute input to developing new educational programs or improving existing educational programs to meet industry needs
Mentorship	Advise student(s) on academics, careers <del>advice</del> , and personal development
Recruitment	Refer students for undergraduate, graduate, and professional programs of the Rawls College
Placement	Engage with the Rawls Career Management Center to conduct mock interviews, attend student networking events and offer internships/full-time employment
Events	Partner with Rawls College to host events for students, alumni, and/or other members of the Rawls College community

Development	Facilitate opportunities to raise funds to advance the strategic goals of Rawls College
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## VI. Council Officers

Council officers assume responsibility for their program year at the conclusion of the Spring RAC meeting.

### *A. Chair / One-Year Term*

The Rawls Advisory Council Chair will:

- Provide leadership to successfully implement the Rawls Advisory Council's mission.
- Prepare for, attend and preside at meetings. Attend and occasionally preside at other important events related to the Rawls College's external promotion and advancement, as appropriate.
- Be available to the Dean for consultation on issues of immediate importance to Rawls College.

### *B. Vice-Chair / One-Year Term*

The Rawls Advisory Council Vice-Chair will:

- Assist the Chair in directing the work of the council.
- Preside in the Chair's absence or assume the Chair duties in the event of office vacancy.
- Transition to Chair upon completion of term.

### *C. Immediate Past Chair / One-Year Term*

The Rawls Advisory Council Immediate Past Chair will:

- Serve at the discretion of the Chair as needed.
- Provide advice and leadership to the Chair regarding past practices and other matters.
- Chairs the RAC Vice-Chair Nominating Committee

### *D. Executive Committee*

The Chair, Vice-Chair, immediate past Chair, Committee Chairs, Committee Vice Chairs, Dean, Senior Associate Dean, Senior Development Director and Senior Director of External Relations constitute the Executive Committee of the Rawls Advisory Council. The Executive Committee functions as the long-range planning committee of the Rawls Advisory Council, selects the Rawls Advisory Council Vice-Chair, and also performs other functions as the council deems appropriate. The Executive Committee will also maintain the Charter by drafting proposed amendments and presenting proposed amendments for vote.

## **VII. Standing Committees**

Committees may vary and are to be determined by the Dean and Executive Committee. Committee leaders, in general, assume responsibility for their program year at the conclusion of the RAC Spring meeting. The Executive Committee may appoint special committees as needed.

### *A. Membership*

- Identify and nominate potential new Rawls Advisory Council members to represent and support the mission, vision and values of Rawls College and strive to achieve the mission of the Advisory Council. Candidates for nomination should be submitted to the Director for Engagement and External Relations in the Dean's Office by March 31 of each year. After review by the Dean's Office and the Membership Committee, members of the Membership Committee will extend official invitations to new members. However, if the total membership is below 75, the Membership Committee, at the discretion of the Dean and the Executive Committee, may add members throughout the year. Any member admitted outside the annual nomination cycle will be added to the current year's roster, and their minimum suggested contribution will be determined at the discretion of the approving committee.
- Conduct new member orientation at or before the fall meeting of the Advisory Council.
- Guide the succession planning process and in conjunction with the Executive Committee and the Dean, provide recommendations to the Executive Committee for future chairs of the RAC Committees except for the RAC Vice-Chair nomination committee.
- Rawls Staff Sponsor: Senior Director of Engagement and External Relations

### *B. Development*

- Advocate for annual fundraising priorities by promoting and supporting the college's identified funding needs each year.
- Strengthen donor relationships by participating in stewardship activities, such as sending thank you notes to donors, to enhance retention and encourage increased giving.
- Secure event support by obtaining underwriting and sponsorships for development and alumni relations events (e.g., tailgates, regional scholarship events, hosted dean engagement events).
- Champion student success by serving as visible ambassadors for student-focused giving such as the Dress for Success Scholarship Fund.
- Facilitate major gift opportunities by making at least one new connection annually between the development team and a potential major gift prospect.
- Promote philanthropic culture by encouraging 100% Rawls Advisory Council participation in the annual Texas Tech Day of Giving initiative.
- Rawls Staff Sponsor: Senior Director of Development

### *C. Recruitment & Placement*

- Support Rawls efforts to recruit and retain undergraduate and graduate students.
- Support Rawls efforts to place undergraduate and graduate students in professional roles which will leverage their Rawls education and provide them with optimal opportunities for long-term career success.

- Rawls Staff Sponsor: Senior Director of the Career Management Center and Senior Director of Engagement & External Relations

#### *D. Mentoring*

- Oversee the Rawls Advisory Council mentoring program.
- Rawls Staff Sponsor: Rawls Engagement & External Relations Staff

#### *E. Engagement*

- Identify and facilitate ways for engaging RAC and Emeritus members.
- Rawls Staff Sponsor: Rawls Engagement & External Relations Staff

#### *F. RAC Vice Chair Nomination*

- The Rawls Advisory Council Vice Chair nomination committee will be responsible for the RAC Chair succession planning process. The Chair, current Vice Chair, Dean, Senior Associate Dean, Senior Rawls leadership constitute the Nomination and Governance Committee of the Rawls Advisory Council. The immediate past RAC Chair will lead the committee and sponsor the nomination to the Executive Committee for vote.

### **VIII. Amendments**

This Charter may be amended or repealed, or a new Charter may be adopted at any annual or special meeting of the Rawls Advisory Council at which a quorum (majority of total membership) is present by the affirmative vote of a majority of the members present at the meeting, provided notice of the proposed amendment, repeal or adoption be contained in the notice of such meeting; and provided further, that the foregoing notice requirement shall not prohibit the members from adopting the proposed amendment, effecting the proposed repeal or adopting the proposed new Charter, as the case may be, in a modified form which is not identical to that described or set forth in the notice of such meeting.