

SALP ADVISORY BOARD

Position Description

The mission of the PSU SALP Advisory Board is to promote involvement, cooperation and accountability in SALP. Its duties are to: 1) advise SALP; 2) review SALP's mission, operating policies, programming, resource allocation, staffing, and budget requests; and 3) provide guidance to the SALP on these issues. The board also facilitates the gathering of feedback from the student body to ensure greater accuracy and accountability of SALP programming and services. The SALP Advisory Board is serves only to offer recommendations and is not a governing (decision-making) board.

Members of the Advisory Board will attend all regular meetings held twice per month during the regular academic year and any additional meetings that come up as necessary. They are also expected to participate in possible outside events, tasks, or ad-hoc committees.

SALP ADVISORY BOARD

Applications due **May 13, 2008** in Student Activities & Leadership Programs office (SMSU 119)

Please submit a typed letter of interest that addresses the following:

- Why you are interested in serving on the SALP Advisory Board.
- Any extra-curricular involvement or leadership experience and/or what you anticipate gaining from serving on the SALP Advisory Board.
- Serving on the board requires at least six hours/month. Please describe your other commitments next year and how you will handle this role if selected.

Please be sure to include your contact information including your full name, current phone number, and email address on the letter.

Please direct any questions to SALP Advisory Board Chair Emma Duncan at bluepaintr7@yahoo.com or SALP Director Aimee Shattuck at Shattuck@pdx.edu.

For more information see attachments and visit the SALP website at <http://www.salp.pdx.edu>.

SALP ADVISORY BOARD BYLAWS

I. Name

Portland State University (PSU) Student Activities and Leadership Programs (SALP) Advisory Board

II. Mission

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III. Meetings

Regular meetings shall be held twice per month during the regular academic year.

Additional meetings shall be held on the judgment of the chairperson, confirmed by a quorum vote.

SALP Advisory Board meeting announcements shall be posted in the SALP office, on the SALP website, and emailed to members at least one week prior to each meeting.

Agendas and meeting minutes shall be posted to the SALP website in a timely manner.

IV. Membership

A quorum shall consist of five voting members.

Term of office: Terms for voting members shall last for a maximum of one academic year. All voting member terms terminate by June 30. Voting members may serve up to a second term pending election by the previous SALP Advisory Board.

IVa. Board Chair

- The chair is a voting member chosen from the PSU student population.
- The chair will be selected by and from the voting membership of the previous year, in the second to last meeting of the academic year.
- The chair serves one term of office unless re-elected to a second term.
- The chair is responsible for organizing and running meetings, developing the agenda, ensuring minutes are taken at formal meetings and facilitating discussion between the SALP Advisory Board and the community.
- All agenda items shall be set in consultation with the voting membership.

SALP ADVISORY BOARD BYLAWS

IVb. Activities and Responsibilities of Members

Members attend scheduled board meetings. Since the board functions on the discussion, knowledge and skills of every member it is vital to the team that meetings are attended by all members. Missing more than two consecutive meetings, or a total of four meetings during one year, is cause for a member to review his/her commitment to the board. A leave of absence on an academic term basis, sabbaticals and voluntary resignation are acceptable and understandable considering busy schedules and changes in availability. The board has the authority to review the attendance of any member and vote on replacement based on membership responsibility fulfillment.

IVc. Student Members

- Representative from Associated Students of Portland State University (ASPSU) shall be determined by ASPSU President.
- Representative from Student Fee Committee (SFC) shall be determined by SFC chair.
- Representative from Student Organization Committee (SOC) shall be determined by SOC peer advisors.
- Three representatives from SALP student groups selected by SALP Advisory Board based on application.
- Representative from at-large student body selected by SALP Advisory Board based on application.
- Non-SALP staff/faculty representative, selected by SALP Advisory Board based on application.

IVd. Ex-officio

Director of SALP, non-voting.

IVe. Consultants

SALP Advisory Board may choose to ask colleagues to be involved as non-voting consultants. Consultants would provide expertise and information when requested and appropriate.

V. Meeting Procedures

SALP Advisory Board may choose to meet in closed ad-hoc meetings.

All regularly scheduled meetings are open for public attendance, unless otherwise specified.

VI. University Governance

This document is subsidiary to all other relevant Portland State University governing rules and procedures.