*This document presents a proposal to change the focus, duties and obligations, and structure of the Appalachian State University Supply Chain Advisory Board.*

*This is a working document.*

**Board Structure and Operation**

1. **Purpose**
   1. The purpose of the Appalachian Supply Chain Advisory Board shall be to assist in the planning, evaluation, and strengthening of the supply chain program.
   2. We exist to expand the awareness of the SCM program and its talented members to a large network, and to help identify meaningful professional development opportunities for all members.
2. **Vision**
   1. Our Supply Chain Management members are recognized nation-wide as supply chain industry leaders, and our Supply Chain Management program is a recognized foundation for their growth and success.
3. **Mission**
   1. The Appalachian Supply Chain Advisory Board is committed to serving the Appalachian State Supply Chain program, providing leadership in the areas of regional reputation, career assistance, fundraising, and curriculum development.
4. **Objectives of the Advisory Board**
   1. Provide advice in planning the supply chain management programs and curriculums
   2. Identify ways the program can strengthen its ties with the business community
   3. Increase awareness and interest in the supply chain program
   4. Assist in locating and securing funds for the program
   5. Help in the recruitment of students and placement of interns and graduates
   6. Interact with students and act as a guiding and advocating body for growth
   7. Act as resource to the program director and department chair
5. **Committees**
   1. Fundraising (scholarships, student expenses related to case competitions, tours/travel)
   2. Internships, Employment
   3. Communication (awareness of App State’s SCM Program)
   4. Curriculum
   5. Board Development Committee
6. **Positions and Terms**

Consideration: perhaps the Chair, after serving the 2-3 year term, becomes the Past Chair and leads the Board Development Committee.

* 1. Chair (2-3 years)
  2. Vice Chair (2-3 years)
  3. Treasurer (2-3 years)
  4. Secretary (2-3 years)
  5. SCM Program Representative (2-3 years)
  6. SCM Student Representative (1 year)
  7. Board Members (Indefinite); max 25 members; Vice Chairs and Committee Members
  8. Any member shall be eligible for reappointment

1. **Operations (Strategic Oversight)**
   1. **Goals**
      1. Fundraising
         1. Support for specific programs including but not limited to:
            1. Competitions
            2. Tours
            3. Scholarships
            4. Target Goals established annually
      2. Internships – 10 internships / year
      3. Promotion of the Supply Chain Program
      4. Curriculum Review – Provide review once per year
      5. Student Interaction – twice per year 30-minute time block
      6. Establish Supply Chain Advisory Board Bylaws
   2. **Board Meetings**
      1. Board meetings are scheduled twice per year (fall and spring) in person or virtually when absolutely necessary
      2. Special meetings are called by the Chair with reasonable notice to members
   3. **Committee Duties**
      1. Advisors (2-3 years or as needed); 1 Advisor/Committee (if necessary)
      2. Chair (2-3 years)
         1. Preside over all Board meetings
         2. Responsible for tracking goals
         3. Determine semi-annual meeting agenda
         4. Work with and appoint committees as necessary to conduct the business of the advisory board
         5. Allocate duties as necessary
      3. Vice Chair (2-3 years)
         1. Shall assist Chair and assume duties in the Chair’s absence
         2. Shall appoint nominating committee
         3. Shall perform such other duties as directed by the Chair
      4. Treasurer (2-3 years)
         1. Manage funds, including scholarship and fundraising
         2. Keep complete records of all money received and disbursed
         3. Report financial condition at each board meeting
         4. Shall perform such other duties as directed by the Chair
      5. Secretary (2-3 years)
         1. Record and store minutes
         2. Track Advisory Board KPI’s (Goals)
         3. Shall perform such other duties as directed by the Chair
      6. SCM Program Representative (2-3 years)
         1. Liaise with Chair to determine meeting agenda
         2. Communicate supply chain program goals, intentions, curriculum, program operations, and student happenings
         3. Schedule semi-annual meetings
      7. SCM Student Representative (1 year)
         1. Provide student perspective input
      8. Board Members
         1. Shall perform such duties as directed by the Chair or Vice Chair
         2. Shall perform duties that align with mission of the advisory board
         3. Shall be responsible for establishing board policy, SOPs, and job descriptions as necessary
   4. **Nominating Committee**
   5. **Other Committee Meetings**
   6. **New Committee/Strategy Review and Recommendation**
2. **Removal of Board Officers and Members**
   1. Appropriate rules and procedures will be developed to address this situation
3. **Quorum constitutes 50% of the board members present**
4. **Voting**
   1. **Voting Matters**
      1. Allocation of funds
      2. Change in policy
      3. Board Officers and Members
         1. Join
         2. Removed
   2. When voting is required, matter passes with a majority or 2/3 majority – to be determined
      1. \_\_\_\_ of members present with Quorum
5. **Committee Project/Task Milestone and Deadline Follow-Up**

**Committee Structure and Strategy**

1. **Fundraising (scholarships, student expenses related to case competitions, tours/travel)**

a. Identify platforms for promotion/request

- Social media, Board advertisement, planned events

b. Establish quarterly fundraising goals

c. Involve alumni

d. Committee may recommend dues as a mechanism for raising funds; Noting this here may not be necessary.

2. **Internships, Employment**

a. Identify ideal internship structure and processes

- Recruitment and advertisement

- Interviews (provide resume and interview tips, coaching)

- Identify ideal internship format, experience, goals

- Partner with various companies/strategic individuals within company to scale ideal format while promoting SCM program

- Make personal contact with \_\_\_\_\_ number of companies related to internship opportunities and forward information to ASU staff

b. Handshake communications

c. Choose top company partners for focus and promotion of SCM members

3. **Communication (awareness of App State’s SCM Program)**

a. Identify platforms for promotion of the program

- Social media, company partnerships, Board advertisement

c. Invitations to events for awareness and promotion

4**. Curriculum**

1. The role of this committee will be developed in concert with the faculty

5. **Board Development Committee**

**a.** The role of this committee is to:

* Engage in Development of Committee and Board Members Roles and Member Participation in functions of the SCM Advisory Board.
* Actively seek qualified new members as needed for the ASU SCM Advisory Board to represent broad spectrum of Supply Chain Industry.
* Design/Develop and Implement Engagement Activities to build interpersonal relationships among board members.