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**THE UNIVERSITY OF TENNESSEE  
BOARD OF TRUSTEES**

**ADVANCEMENT AND PUBLIC AFFAIRS COMMITTEE  
CHARTER**

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**PURPOSE**

The Advancement and Public Affairs Committee of the Board of Trustees shall exercise oversight of university programs related to private gifts to the institution, alumni programs and support, public relations and communications efforts and governmental relations at the local, state and national levels.

The committee shall recommend to the Board any necessary action or policies in the areas listed below, and shall discuss a variety of issues related to the overall advancement of the university, including: philanthropy and stewardship, alumni programming and relations, communications and public relations, government relations at all levels, and grantsmanship.

**POWERS AND RESPONSIBILITIES**

The committee shall:

1. Report regularly to the Board about committee activities and issues that arise with such recommendations as the committee deems appropriate;
2. Review and assess the adequacy of the committee's charter annually, requesting Board approval for proposed changes;
3. Monitor and measure the effectiveness of the university's programs in fundraising, alumni relations and programming, communications and public relations, and government relations;
4. Ensure adequate programs are in place and budgetary support is sufficient to advance the university's reputation and further its mission in the local, state, national and international communities;
5. Examine trends in philanthropy, alumni programming and relations, communications and public relations, state and federal relations and appropriations, tax issues, private and federal grant applications and, in consultation with the President, develop appropriate responses to those trends;

6. In consultation with the President, set goals for private support for the university and assess whether fundraising strategies are sufficient to meet those goals;
7. Recommend to the Board any necessary policies related to private gifts;
8. Recommend to the Board the naming of university buildings;
9. Monitor, measure, and, in consultation with the President, develop and advocate positions on major state and federal legislation affecting the university; and
10. Promote effective communication between the university and public officials and leaders at the local, state and federal levels;

### **COMPOSITION OF THE COMMITTEE**

The voting membership of the committee shall be no less than three members of the Board of Trustees appointed by the Board, upon the recommendation of the Vice Chair of the Board, with the advice and consent of the Governance Committee. The Vice Chair of the Board shall be an *ex officio*, voting member of the committee. The President of the university shall be an *ex officio*, non-voting member of the committee. Committee appointments shall be made at the annual meeting for a two-year term, except *ex officio* appointments shall not exceed the term of office.

The chair of the committee shall be designated by the Board for a two-year term, upon the recommendation of the Vice Chair of the Board, with the advice and consent of the Governance Committee. No trustee may serve more than two consecutive two-year terms as chair of the committee.

The President shall designate one or more members of his or her senior administrative staff to provide staff support to the committee.

### **MEETINGS**

#### **Required Number and Call**

The committee shall meet at least three times annually, in conjunction with regular meetings of the Board of Trustees or at any other time upon the call of the committee chair. A meeting of the committee may also be called at any time by the Chair or Vice Chair of the Board, by the President of the university, or by the Secretary upon the written request of two members of the committee.

## **Notice**

Notice of committee meetings shall be given to all committee members. Notice may be given by regular mail, electronic mail, or facsimile transmission. At least five (5) day's notice shall be given when feasible, but less notice may be given when there is a need for urgent action by the committee. If written notice is not feasible, by reason of urgency or other exigent circumstance, notice may be given by telephone.

All meetings of the committee shall be open to the public unless otherwise provided by the Tennessee Open Meetings Act or a judicially-recognized exception of the Act.

## **Agenda**

An agenda shall accompany the notice of every meeting of the committee when feasible, but when not feasible, the notice shall state the purpose or purposes for which the meeting is called.

Development of the committee agenda shall be the responsibility of the chair, in consultation with the President and designated committee staff. The agenda shall list in outline form each matter to be considered at the meeting. The committee may use a consent agenda in the manner provided by the Bylaws.

Matters not set forth on the agenda or in the notice may be considered only upon an affirmative vote of a majority of the entire committee.

## **Quorum**

A quorum shall be a majority (more than one-half) of the voting members of the committee. The Vice Chair shall be counted for quorum purposes, but the President shall not be counted for quorum purposes. In the absence of a quorum, those attending may adjourn the meeting until a quorum is present.

## **Minutes**

Committee staff shall prepare minutes of all committee meetings, review the minutes with the committee chair, and provide the minutes to all committee members before the next committee meeting.