

## EXTERNAL ADVISORY COUNCIL, AND EQUIVALENT, GUIDANCE

*Your service is vital to our success. Thank you.*

### OVERVIEW

In the University of Arizona (UA) Division of Agriculture, Life and Veterinary Sciences, and Cooperative Extension (ALVSCE), our external boards, committees, councils and two associations provide essential input to help us achieve our goals. These all serve equivalent advisory functions and the terms are practically interchangeable so, for brevity, “advisory council” is used in this document as the collective noun for all entities.

This document provides information for advisory council members and UA employees.

**Our advisory councils are not governing because they have no financial nor managerial oversight:** they cannot make business, human resources, or budget decisions. They provide guidance and direction, build networks and partnerships (especially outside the university), and help raise funds via philanthropy and corporate investment. Under very specific circumstances and processes, our advisory council members may advocate, but only upon the direction of a UA employee with designated authority.

**Our advisory council members** do have a trusted role to make decisions in the best interests of the entity for which they serve.

### ADVISORY COUNCIL MEMBER DUTIES & RESPONSIBILITIES

- Be active, attend meetings, and be engaged.
- Be proactive. Become aware of the issues, contribute, and learn the work of the organization.
- Engage in active learning, deep questioning and due diligence to be able to provide informed and independent advice.
- Be open-minded and respect others during deliberations, disclose potential biases that could influence your advice, and disclose conflicts of interest so to serve as a dispassionate expert advisor within the council’s charter and consistent with its purpose.

### PRIVACY & COMMUNICATION

Advisory council discussions should include information about plans and ideas. By definition, these are very often preliminary – and always confidential. Unless explicitly directed otherwise by the UA employee with designated authority and responsibility: i.) Council discussions, business, and communications are confidential; and ii.) Council members cannot obligate, speak on behalf of, or commit resources on behalf of the UA. Explicitly, council members cannot sign contracts or agreements on behalf of UA.

Acknowledged and Agreed to by:

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Council Member (sign and print)

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Date