

## **APPENDIX 10 - EXTERNAL ADVISORY BOARD: PURPOSE & OPERATION<sup>1</sup>**

### **PURPOSE**

The Agricultural Sustainability Institute (ASI) External Advisory Board advises the ASI director on strategic directions and priorities and assists ASI in identifying resources required to address priority research, outreach and teaching needs. This group serves an important role in fulfilling ASI's original intent to "serve the needs of all segments of agriculture across a diversity of scales and systems of production..." This group also serves the functions of the Program Advisory Committee for the UC Sustainable Agriculture Research & Education Program (SAREP). The Executive Committee of the External Advisory Board provides regular strategic counsel to the director.

### **KEY RESPONSIBILITIES**

- Collaborate with the ASI director and staff in the creation and execution of suitable long-term mission, vision, values, operating principles, strategies, and thematic priorities for ASI.
- Advise the ASI director and Executive Committee in:
  - Identification of strategic direction, policies and priorities including development of periodic strategic plan;
  - Identification of high priority research, outreach and teaching needs and program goals including development of annual plan of work;
  - Assessment of program effectiveness in meeting identified needs and program goals.
- Assist in identifying resources and fundraising for ASI activities.
- Contribute (directly and through their engagement with others) to continuing and diverse stakeholder input and involvement in overall ASI planning and operation.
- Provide guidance on training needs of university graduates to fill positions in a wide variety of areas related to sustainability of agriculture and the food system (e.g. production agriculture, consulting firms, technical services, regulatory agencies, etc.) and feedback on the success of graduates in filling such positions.

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<sup>1</sup> Based on proposed External Advisory Committee outlined in CA&ES Agricultural Sustainability Implementation Committee Report ("Bradford Report"), Sept. 2004, p. 17, discussion at ASI Strategic Planning Retreat II, Sept. 27-28, 2007, suggestions from ASI director and other sources.

## **COMPOSITION & MEMBERSHIP**

Up to 24 members (15-18 ideal) selected from various external stakeholders so as to ensure representation of a wide range of interests, including different agricultural production systems, agricultural labor, agricultural processing/marketing, environmental protection, students/youth, consumers and government agencies as well as diversity in terms of California demographics and geography.

Board members are identified and recruited by the director, with advice from the Dean of the College of Agriculture and Environmental Sciences, the Vice President of the Division of Agriculture and Natural Resources, and the ASI executive committee.

An executive committee is selected by the director and will have three to four members, including the board chair.

The inaugural board chair was appointed by the Dean of the College of Agriculture and Environmental Sciences. In the future, the board chair will be identified and recruited by the director from among board members, with advice from the Dean of the College of Agriculture and Environmental Sciences and the Vice President of the Division of Agriculture and Natural Resources.

Board members are appointed to serve terms of three years and are expected to attend each meeting. The inaugural board will serve terms of two or three years in order to establish staggered membership terms. Additional board members will be designated as needs and opportunities arise. Absence from two consecutive meetings will be interpreted as resignation from the board, unless discussed with ASI Director. Representation will be reviewed and adjusted at regular intervals to allow for participation of new constituencies as new issues and priorities arise.

## **OPERATION**

Meets 1-2 times annually; periodically meets jointly with ASI Internal Steering Committee. Executive Committee meets as needed with ASI director to assist with execution of strategic direction, policies and priorities. Executive Committee member(s) will chair External Advisory Board meetings and provide overall board leadership.

Necessary and legitimate costs of board operations, including travel to attend meetings, preparing meeting minutes, and other administrative support, will be covered by ASI.

In order to avoid any conflict of interest, External Advisory Board members are not eligible to apply for grant funding from SAREP during their tenure on the Board.

## **REPORTING**

Meets with and provides advice directly to ASI director. ASI director regularly informs external advisory board members of the university's responses to recommendations they have provided. In subsequent years (after the initial meeting in 2008), ASI annual reporting documents will include a section from the board.