



UNIVERSITY BUSINESS ADMINISTRATORS

UBA Advisory Council Charter

Mission

The purpose of the University Business Administrator (UBA) Advisory Council is to advise the Assistant Vice President of Finance and Administration and the Director of the UBA Program, collaborate on evaluation of business processes, and recommend new opportunities. The topics of discussion will vary and are not limited to items such as policies, procedures, processes, expectations, and program events.

Specific Purposes

- Regularly review the processes and expectations of the UBA program as they relate to effectiveness and applicability.
- Evaluate the potential for new solutions that impact the program.
- Recommend appropriate action for topics of discussion.
- Assist with planning and coordination of UBA-hosted events.

Functions and Expectations

- A meeting schedule will be established, as deemed necessary, based upon the quantity and time sensitivity of topics. At a minimum, the council will convene three meetings during each calendar year (one per semester – fall, spring, and summer).
- Subcommittees, ad hoc committees, special meetings, and/or task forces may be utilized to increase the level of input and participation by other UBA team members as needed.
- All recommendations (i.e. professional development, programing, training, processes, etc.) will be submitted to the Director, who will review all such items and take appropriate action.
- Council members must respect their position and their interaction with sensitive information as it relates to the proper dissemination throughout the program.

Membership and Appointment Terms

The Advisory Council membership shall not exceed ten (10) members.

- The council must maintain a diverse membership that represents the entire program by job codes, sites, and functions. Due to their position and role with the UBA program, the UBA

Director and Central Office Business Operations Administrator will serve as ex officio members of the advisory council. Similarly, other Business Operations Administrators and Associate Directors will provide support and guidance.

- Members shall serve 2-year terms with staggered rotation, where possible.
 - Members shall not serve more than 2 terms, **unless prior approval is given by the Director.**
- Annual call for applications:
 - Self & peer submissions accepted.
 - Current council will review submissions and select new members.
 - Terms will begin Spring semester, unless otherwise noted.
- If a member wishes to resign from their position on the council, he/she must formally provide notification to the Business Operations Administrator 30-45 days in advance of resignation date to allow time to select a replacement.