

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)  
BOARD OF DIRECTORS  
POLICY AND PROCEDURE  
(BOD P/P)**

BOD P/P Number:	2007-2	Date Established: April 6, 2007	
		Date Revised: February 25, 2020 October 4, 2024	
		Date Reviewed: February 25, 2020 September 24, 2024	
Reference:	BOD E-Mail Vote	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	<b>BOARD ADVISOR(S) AND BOARD ADVISORY COMMITTEES</b>
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BOD Authority:	ACHA Bylaws, Article IX, Section 3
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Purpose:	To set forth policy and procedure to ensure that the Board of Directors receives expert member advisory oversight for strategic programs, products or services of the Association including the financial position of the Association.
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Policy:	<p>The Association shall receive expert member advisory oversight of designated strategic programs, products, or services from one or two appointed individual members, <i>Board Advisor(s)</i>, or from specified advisory committees, <i>Board Advisory Committees</i>. The Board of Directors shall establish, monitor, and dissolve Board Advisor(s) and Board Advisory Committees. These advisors shall serve to monitor such programs, products, or services to ensure consistent quality, and advise the Board of Directors as appropriate on matters relating to the specific program, product or service.</p> <p>The Board Advisor(s) and Board Advisory Committees report to the Board of Directors. The President shall annually appoint/reappoint or discontinue the appointment of any member to serve as a Board Advisor(s) or on a Board Advisory Committee.</p> <p>Notwithstanding the annual appointment or reappointment, the expectation is for Board Advisor(s)/Board Advisory Committee Chairpersons to serve for two years, with reappointment permissible.</p>
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Procedure:	<p>The President, in consultation with the Executive Committee on behalf of the Board of Directors, shall determine whether to renew the current Board Advisor appointee(s), appoint new subject matter experts from the membership, or dissolve/discontinue the board advisory function.</p> <p>Using the aforementioned procedure, the President shall also determine whether a Board Advisory Committee is no longer functional or relevant and, if necessary, direct that the committee be sunset.</p>
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	<p>Newly appointed and reappointed Board Advisor(s)/Board Advisory Committees shall be charged annually by the President, on behalf of the Board of Directors.</p> <p>The Board Advisor(s) and Board Advisory Committees shall be subject to annual reporting requirements (December and April) in formats and by deadlines as prescribed by the Association national office on behalf of the Board of Directors.</p> <p>Board Advisor(s) and Board Advisory Committees shall be listed on the Association website with their respective charges for action.</p> <p>Board Advisor(s) and Board Advisory Committees are encouraged to provide information and resources to be maintained on the Association's website and to maintain open communications.</p>
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Resources:	National Office	Volunteer
Human:	CEO Office Manager Staff Liaisons	President Board of Directors Board Advisor(s) Board Advisory Committee Chairperson(s)
Financial:	As budgeted annually	
Other:		

