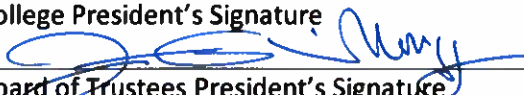
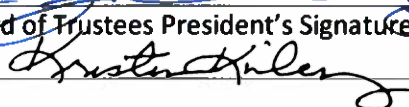
	Title: NWIC Advisory Boards and Committees	Policy # 101 Revision # 1.0
Prepared By:	Preparer's Name/Title Darcilynn Bob, Human Resources Director	Date Prepared: 04/08/2020
Approved By:	College President's Signature 	Date Approved: 07/01/2020
Effective Date: 07/01/2020	Board of Trustees President's Signature 	Date Approved: 07/01/2020

### 101.1 POLICY STATEMENT

It is the policy of the Board of Trustees to use advisory boards and/or committees to provide non-binding but informed guidance on a specific area or purpose as recommended by the Northwest Indian College (NWIC) President. Advisory boards and/or committees will have limited authority as established by the Board of Trustees. It is not intended for advisory boards and committees to have decision-making authority or accountability over any NWIC program or service.

- 101.1.1 Advisory board and committee members will not function as "agents" of the college, nor will they have fiduciary duty, liability, legislated or legal responsibilities.
- 101.1.2 Advisory board and committee members will not advocate for individual program managers, staff members or contractors, nor will they compel administrators, program managers, staff members or contractors to act.
- 101.1.3 Advisory board and committee members are subject to the Conflict of Interest Policy for NWIC Board of Trustees and the NWIC HR Personnel Policy Manual Section 2.4 and are subject to Section 2.3 Confidentiality and Privacy of the NWIC Human Resources (HR) Personnel Policy Manual. Advisory board and committee members who become contractors within NWIC are expected to step down from a college advisory board or committee for that specific program.
- 101.1.4 Advisory board and committee members may receive nominal stipend and or reimbursement for minor expenses, subject to available funds. They are not eligible for any NWIC benefit programs but are subjected to the NWIC HR Personnel Policy Manual.
- 101.1.5 Advisory boards and committees may be standing or ad hoc for the life of a project.
- 101.1.6 Advisory boards and committees may have honorary members who do not vote or attend regular meetings.

### 101.2 PURPOSE

The purpose of this policy is to articulate the role and expectations of advisory boards and/or committees established by NWIC.

### 101.3 SCOPE

This policy does not apply to internal NWIC boards and or committees. The NWIC Foundation Board and the Institutional Review Board (IRB). The role of advisory boards and committees is to provide knowledge, understanding, strategic thinking and expertise in institutional or program-specific subject-matter topics and big-picture issues identified by college administration and/or program managers.

### 101.4 BACKGROUND

Members of advisory boards and committees (1) provide unbiased insights and ideas from a third-party point of view;(2) encourage the support the exploration of new ideas; (3) provide a network of people with name recognition/status to support college and program goals, objectives and activities; and may provide a social networking platform for college administration.

### 101.5 RESPONSIBILITY

It is the responsibility of NWIC administrators to maintain advisory boards and/or committees consistent with this policy, including clearly delineated roles and responsibilities.

### 101.6 DEFINITIONS

101.6.1 "Advisory Board" is defined as a board comprised of individuals who have been designated to advise college administrators/program managers on a longer-term basis involving multiple aspects of a program or service with medium to high impact.

101.6.2 "Advisory Committee" is defined as a committee comprised of individuals who have been designated to advice college administrators'/program managers on a short-term basis involving a limited-scope program, service or activity with low impact.

### 101.7 PROCEDURE

Advisory Boards and Committees under the policy will work under the operating rules and procedures established by the Board of Trustees. Advisory Boards and Committees may establish informal meeting rules and protocols for their use.

### 101.8 RELATED INFORMATION

### 101.9 REVIEW DATE

This policy will be reviewed every three years.

NWIC Advisory Boards and Committees Policy 101 was revised and approved on 07/01/2020