

The School of Design and Construction  
Washington State University

Professional Advisory Board  
Rules of the Board  
June 2012

The Professional Advisory Board for the School of Design and Construction is established to provide professional guidance and leadership to advance the mission of the School as well as the professions of Architecture, Interior Design, Landscape Architecture and Construction Management. To that end the following is the mission statement of the Board.

*The Professional Advisory Board for the School of Design and Construction is committed to providing leadership and guidance regarding issues of curriculum, research, development and mentoring of students. Further, "The Board" serves as advocates to external constituents, alumni and future students that will advance the mission and goals of the School of Design and Construction.*

**Board Structure:**

The Professional Advisory Board is composed of practicing professionals from the four disciplines of the school as well as one public member. All members are appointed by the Director of the School with approximate equal representation from all disciplines. Members serve for a three year terms which can be renewed through mutual agreement between the member and the Director. Each year the Board and Directors will determine a set of issues and priorities that the board will address.

At the discretion of the director and in conjunction with the Board, committees may be established to address specific issues for the school. The committees will have a chair selected from the board and committees will be composed of members from all disciplines. Each committee will have a specific charge as well as objectives and a timeline for achieving results. Each committee chair will prepare a written and verbal report of activities and accomplishments that will be presented to the entire board.

Each year at the end of the spring meeting the Director will write a summary report of events and activities for the year and suggest issues for the board for the upcoming year. The summary will be completed by August each year.

**Meetings:**

The Board will meet as a whole twice each year. Typically the fall meeting will be held in Pullman while the spring meeting will be off campus usually in the Seattle vicinity. Committees may meet more frequently and can be arranged in person or through linked media. Occasionally the Director may arrange a conference call to discuss upcoming events or work with the board on specific issues such as accreditation.

**Duties and Responsibilities:**

Board members are responsible for participating in meetings, committees and school events. It is understood that the requirements of business take precedence over responsibilities of the board and that it may not be possible to attend all meetings or participate in school events. If a board member cannot attend they may at their own discretion ask an individual from their business to take their place for the day. Minutes will be taken at each meeting and will subsequently be distributed to each member.