



**Embry-Riddle Aeronautical University (Prescott Campus)  
College of Aviation, Industry Advisory Board (IAB)  
Charter**

**Purpose:**

The Industry Advisory Board (IAB) is designed to bring the University into direct contact and active communication with the industry we support. The purpose of the Board is to bring new ideas and fresh viewpoints to the University and this College. Board members serve as liaisons with programs and external organizations.

**Goals:**

This document is intended to create IAB guidelines which will:

- a. Aid the University and the College of Aviation in its pursuit of excellence in world-wide aviation and aerospace education, research and service to the community.
- b. Further the objectives of the University, this College and its departments, programs and students.
- c. Develop industry alliances and contacts.
- d. Ensure that academic program goals are compatible with the needs of industry.
- e. Provide Board members with an opportunity to shape the industry and its future employees.
- f. Ensure that all Board members are treated with respect and courtesy.

**Membership:**

Members should have significant experience in their segment of the aviation industry, regulatory and governmental agencies, academia, or in aviation and aerospace organizations.

Criteria for membership: Candidates should hold a leadership role in one of the above areas and a current knowledge of the practice of the discipline.

Requirements of membership: Board appointments are voluntary, unpaid positions with term memberships which can vary from one year to an indefinite period of time, as long as the member is contributing and the College, department, the Board and the individual wish the relationship to continue. Members who are absent for two consecutive meetings should be reviewed for continued membership.

Ex-officio participation: Students, faculty and other non-University people may serve in support roles to facilitate organization of meetings, to present information at meetings or to provide general meeting support.

## **Meetings:**

It is recommended that this IAB should meet a minimum of one time per year.

The College Dean will appoint an IAB Coordinator to collect IAB member input during each meeting, and submit a written report to the Dean and Department Chairs.

IAB members are encouraged to provide their written responses to the over-arching questions on a form that will be provided prior to each meeting. Additionally, at the conclusion of each annual meeting, individual break-out meetings will be held for Board members to meet with faculty and staff to have round table discussions and formulate group inputs to the College. If, after the meeting has concluded, Board members wish to submit additional information to the College for consideration, it may be submitted directly to the Dean or the respective Department Chairs via e mail for inclusion in the meeting's records.

## **Coordination between and among University officials:**

Coordination among University and College officials is important to ensure a smooth, effective meeting. As far in advance as IAB meeting dates are known, the College should notify the following people:

- a. Chancellor
- b. Chief Academic Officer
- c. Alumni Relations Office
- d. Other Prescott campus college deans
- e. Other ERAU campuses/colleges, as deemed necessary

## **Report Generation:**

Minutes, proposals, recommendations and suggestions from Board members should be recorded in writing within one month of each annual meeting. These reports should be submitted to the College Dean and Chairs during a formal meeting. The contents of this report should be provided to the Board members during the next scheduled meeting in a manner (verbal, written or group presentation) determined by the Dean.