

# **Boise State University Center for Environmental Sensing Advisory Board Guidelines**

## **Objectives and Purposes**

The objectives and purposes of this advisory board shall be:

1. To provide feedback and guidance to principal investigators performing research under the auspices of the Center for Environmental Sensing (CES).
2. To provide advice and guidance regarding the relevancy of the CES activities and outreach.
3. To provide assistance to the CES director and PIs in forging relationships with outside entities.
4. To assist with selection and evaluation of research projects that will be supported by the center.

## **Members**

New individuals may be nominated as vacancies occur and/or as desired by current board members or the center director. If there is a favorable consensus of board members in attendance at the meeting, the nominated individuals will be invited to join the board. Members should be committed to meeting the objectives and purpose of the board and to regular attendance of annual meetings and biennial conference calls. No set terms of service will be established, and terms may be adjusted by the center director at any time.

## **Conflict of Interest**

Members of the CES Advisory Board are expected to be independent of any existing or recently funded (within the last two years) projects with principal investigators associated with the center. Advisory board members are also expected to disclose potential conflicts of interest due to projects or activities that may be in competition with the activities of the center.

## **Duties**

The CES Advisory Board shall attend the annual review meeting held the second week of August each year, participate in semi-annual conference calls, and assist in evaluating proposals submitted to the center for funding. At the end of each meeting, the advisors will produce a single document that summarizes results presented, progress, and recommendations for the path forward.

CES Advisory Board members may also be asked for advice on meetings, speakers, and collaborators. Such input would be voluntary and subject to agreement between the center director and individual advisors on a case by case basis.

## **Boise State University Center for Environmental Sensing Advisory Board Guidelines (continued)**

### **Meetings**

The regularly scheduled annual meeting will be held in early August each year, at Boise State University. At least two weeks advance notice will be given for conference calls.

### **Resignation from the Board**

Board members shall provide the Chairperson with written notification of the desire to resign from the Board.

### **Officers**

Officers of the CES Advisory Board shall include a Chairperson and Vice-Chairperson.

### **Term of Office**

No set terms of service will be established, and terms may be adjusted by the center director at any time.

### **Vacancy in Office**

A vacancy in the office of the Chairperson shall be filled by the Vice-Chairperson, effective immediately upon the vacancy. A vacancy in the office of the Vice-Chairperson, shall be filled by the director as soon as possible.

### **Officer Duties**

All Officers shall perform the duties prescribed by the following guidelines:

- A. The Chairperson shall:
  1. Preside at meetings of the CES Advisory Board.
  2. Appoint committees and assign tasks to them, as may be deemed necessary by the board and center director.
  3. Perform other duties commonly associated with the position of Chairperson.
  
- B. The Vice-Chairperson shall:
  1. Preside in the absence of the Chairperson.
  2. Succeed to the office of Chairperson for the unexpired term. in the event of a vacancy in that office.
  3. Perform other duties commonly associated with the position of Vice-Chairperson.