



Community Advisory Board Terms of Reference

Purpose and Mission

The Community Advisory Board (“Board”) of the University of Utah Obert C. and Grace A. Tanner Humanities Center (“Center”) serves to strengthen connections between the Center and the broader community, provide strategic guidance on programming, and support the Center's development initiatives.

The Board serves in an advisory capacity and does not hold governance authority.

Membership

Composition: The Board shall consist of 8-12 members representing diverse perspectives from the arts, humanities, philanthropy, and cultural sectors.

Eligibility: Members shall:

- Demonstrate commitment to the humanities and arts;
- Maintain active engagement in the community;
- Contribute annually either:
 - A minimum donation of \$2,000 to the Center, or
 - A commitment to helping raise funds throughout the year, or
 - In-kind services or resources of equivalent value as determined by the Center Director

Terms

- Members serve two-year terms.
- Terms are renewable by mutual agreement.
- Terms may be staggered to ensure continuity.
- Once per year, the Director shall confirm in writing to each Board member the dates of their term and provide a current copy of these Terms of Reference.
- Resignation may be tendered in writing to the Chair.

Meetings and Attendance

Schedule:

- Two meetings per year (January and August).
- Additional meetings may be called as needed.
- A minimum of 3 weeks’ notice is given for regular meetings.

Format:

- Meetings will be held in-person

- Members are expected to attend both meetings annually
- There are no formal quorum requirements

Member Responsibilities

1. Attend semiannual meetings
2. Participate in at least two Center events annually
3. Provide strategic advice on programming
4. Identify and facilitate funding opportunities
5. Serve as ambassadors for the Center
6. Maintain confidentiality regarding development discussions
7. Disclose potential conflicts of interest in writing to the Director
8. Make an annual financial or in-kind contribution

Leadership

Chair/Co-Chairs:

- Board selects Chair or Co-Chairs from membership
- Two-year term, renewable once
- Responsible for:
 - Setting meeting agendas with Center Director
 - Facilitating meetings
 - Serving as primary Board liaison to Center

Center Director:

- Serves as ex-officio member
- Provides operational updates
- Ensures staff support for Board activities

Amendment

These Terms of Reference may be amended by the Center Director in consultation with the Board.

Relationship to University

The Board operates under the auspices of the University of Utah and must comply with all applicable university policies regarding advisory bodies and fundraising.

Date Adopted: January 27, 2025