

### **About the Industry Advisory Board**

The purpose of the Transmission & Distribution (T&D) Industry Advisory Board [T&D-IAB] of the Transmission & Distribution Engineering program in the School of Engineering & Applied Science (SEAS) is to provide advice and counsel to the program from external experts in support of its teaching and educational mission. The T&D-IAB, comprised of engineering leaders from industry, government agencies, and private consulting firms, meets in formal session semiannually.

The T&D-IAB offers advice about the curriculum to the program's administration and faculty, and the Dean of SEAS.

The T&D-IAB assists in promoting the T&D program to potential students, legislative leaders, government agencies, and industry.

The T&D-IAB is guided by a Chair, Vice-Chair, and Secretary, each elected by the T&D-IAB sitting members for three-year terms with final approval by the Dean of SEAS. T&D-IAB members are appointed by the Dean of SEAS to three-year renewable terms.

At the meetings of the T&D-IAB, members interact with the program's administration, faculty, and the Dean of SEAS on program educational objectives, related professional enrollment trends, capital campaigns, educational opportunities, and other items recommended by the Dean of SEAS and the T&D program administration.

### **About the T&D Program**

The T&D program is designed to provide students with the educational background and intellectual stimulation required for professional advancement in a rapidly evolving utilities industries. The curriculum allows students to develop the confidence and skill set required to lead and manage highly complex projects in the utilities industries that are of significant importance to the nation.

T&D students also develop an industry network of mentors and peers and are able to work effectively in teams with engineers and other personnel.

## 1. Name, Statement of Responsibilities, Scope

### a. Name

The name of the organization is the Transmission & Distribution (T&D) Industry Advisory Board of the Transmission & Distribution Engineering program in the School of Engineering & Applied Science hereinafter referred to as the T&D-IAB.

### b. Statement of Responsibilities

The objectives of the T&D-IAB are:

- to provide advice and counsel to the program in support of its teaching and educational mission;
- to offer advice to the program administration and faculty, and the Dean of SEAS about the curriculum;
- to promote the program to potential students, legislative leaders, government agencies, and industry;
- to promote the program to their company and their associates;
- be the voice of industry that employs graduates of the T&D program

### c. Scope

The T&D-IAB shall be advisory to the T&D program administration and the Dean of SEAS on issues such as the program educational objectives and related professional enrollment trends, capital campaign, and educational opportunities.

## 2. Membership

### a. Constituents

The T&D-IAB membership shall be largely from electric utilities, utility related businesses (i.e. wind/solar developers and large load customers), government agencies, private consulting firms, and friends of the Gonzaga T&D program. A company should only have a single member. Ex-officio, non-voting members of the T&D-IAB include the Director of the T&D program and the Dean of SEAS. The T&D-IAB shall have a maximum of twelve (12) voting members.

### b. Expectation of Membership

A company representative to the T&D-IAB is expected to be an active engineer in power engineering or related field with significant (at least 5 years) experience.

### c. Appointments

T&D-IAB members shall be appointed for terms of three (3) years by the Dean of SEAS with terms renewable at the discretion of the Dean of SEAS. A current T&D-IAB member may continue to serve on the board with a new company if invited by the T&D-IAB Chair and Dean of SEAS. Should a current member leave their company or for some reason become unable to participate on the T&D-IAB, their company may recommend a replacement qualified member by sending to the Chair of the T&D-IAB and the Dean of SEAS their curriculum vita and a letter of support. The Dean of SEAS consults with the T&D-IAB Chair and the Director of T&D, prior to appointment. If a member is absent for three (3) consecutive T&D-IAB meetings, both the member and the company shall be removed from the membership, unless the T&D-IAB approves a motion to allow them to remain based on specific circumstances. A member may send a representative to a T&D-IAB meeting in their absence.

### d. Other Members

The T&D-IAB may choose to invite individual members or vote to accept a member who applies based on their technical expertise and their contributions to the T&D-IAB. All appointments must be approved by the Dean of SEAS.

### 3. Officers

#### a. Officers

The officers of the T&D-IAB shall be the Chair, Vice-Chair, and Secretary elected by the board members with final approval by the Dean of SEAS. Officer candidates can be nominated by any board member including self-nomination. Officers will be elected by a simple majority vote.

#### b. Terms

The Chair and Vice-Chair shall each serve three-year terms. Officers may serve in the same capacity for no more than two consecutive terms. The Secretary has no term limit. Officers will begin and end their term at the Spring meeting. At the end of the terms, officers may rejoin the membership.

#### c. Responsibilities

The duties of the Chair and Vice-Chair shall be to work with the T&D program administration to prepare the meeting agenda, to preside over the meeting, and to ensure the T&D-IAB members perform assigned tasks. The Vice-Chair shall conduct the meeting when the Chair is absent. The Secretary duties shall be to take all meeting minutes, circulate meeting minutes for approval within 7 business days after the meeting, and check that agreed upon actions are fulfilled. Meeting minutes will be maintained by the T&D Director.

#### d. Succession

The Vice-Chair succeeds the Chair at the end of the Chair's term limit or in an emergency. A new Vice-Chair shall be elected at the next meeting. If both Chair and Vice-Chair cannot follow this succession pattern due to circumstances, the T&D-IAB will carry out election of new officers.

### 4. Organization and Meetings

#### a. Standing Committees

The T&D program administration and the T&D-IAB Chair and Vice-Chair shall define and organize standing committees in support of the program and within the charter of this board. Chairs of standing committees shall be selected by the T&D program administration and the T&D-IAB Chair and Vice-Chair.

#### b. Ad-Hoc Committees

The T&D program administration and T&D-IAB Chair and Vice-Chair shall appoint Ad-Hoc committees in support of the program and within the charter of this board that will be dissolved upon completion of the project. Chairs of ad-hoc committees shall be selected by the Director of T&D program administration and the T&D-IAB Chair and Vice-Chair.

#### c. Meetings

The T&D-IAB shall hold its regular meetings semiannually, preferably in the Spring and Fall, upon the call of the Dean of SEAS and the T&D program administration. Ad-Hoc and Standing Committees shall meet as required.

### 5. Reporting

#### a. Meeting Minutes

At each regular meeting of the T&D- IAB, the minutes of the last meeting will be reviewed and approved.

#### b. Chair and Vice-Chair Report

Following the review of the minutes, the Chair and/or Vice-Chair may give a brief

oral report of T&D-IAB activities since the last meeting.

c. Standing Committee Reports

At each regular meeting of the T&D- IAB, each standing committee shall present a brief report of its activities since the previous meeting.

d. Ad-Hoc Committee Reports

Each regular meeting shall include brief oral reports from Ad-Hoc Committees, if any have new activity to report.

## 6. Amendments Process

This Charter may be amended by a favorable vote of two-thirds of the T&D-IAB members with the concurrence of the T&D director and the Dean of SEAS.