

Kennesaw State University  
College of Architecture and Construction Management  
Executive Leadership Council Guidelines

The College of Architecture and Construction Management Executive Leadership Council is an independent group providing support and assistance to the College of Architecture and Construction Management at Kennesaw State University (KSU). The mission of the Council is to advise the college regarding its progress and interactions with individuals, corporations, and agencies external to KSU and to develop, plan and facilitate specific targeted activities that advance college goals through outreach. Fundraising and promotion are key goals of this group. In carrying out this mission the Council and its members will:

- A. Assist the Dean and the Development Officer in identifying, contacting and cultivating potential financial supporters for scholarships, capitol, and research projects.
- B. Identify and cultivate business, industry, and government contacts that may collaborate with, support, and enhance instructional and research activities in the college.
- C. Provide industry input and advice on the college's strategic direction and curriculum goals.
- D. Develop activities that enhance the visibility and awareness of the college and its instructional and research activities, and assist in the development of the college's public image, brand, and message.
- E. Serve as a liaison between the college and the region/service area/industry sector it serves.

## II. OFFICERS AND COMMITTEES

The Council shall have a Chair who will each serve a two-year term. The Chair shall be elected during the spring meeting and take office at the conclusion of that meeting. Secretarial support for minutes and related record-keeping will be provided by the college administrative staff.

To accomplish the goals of the council, the membership will operate through ad-hoc committees which may be appointed by the Council Chair. Ad-hoc committee chairs will be appointed and serve for a term not longer than one year without being renewed.

### A. Development

The mission of the College of Architecture and Construction Management Executive Leadership Council Development Committee is to assist in developing new strategies and opportunities for raising private funds for supporting college priorities such as research and scholarships. The members will coordinate efforts and suggest the best approaches for identifying and cultivating individuals, groups, alumni, and foundations for support of these priorities. The college liaison for this committee will be the college's Development Officer.

### B. Curriculum

The mission of the College of Architecture and Construction Management Executive Leadership Council Curriculum Committee is to provide perspectives and guidance about changing business, educational, and societal needs to college administrators as they develop and oversee college curricula. The college liaison for this committee will be the college's Dean.

To coordinate overall Council activities and those of the ad-hoc committees, the Council will also have an Executive Committee consisting of the Chair of the Council, the Chairs of any ad-hoc committees, and

the Dean. The Executive Committee will be responsible for developing the agenda for each Council meeting.

### III. MEMBERSHIP

#### Advisory Council Membership Process

Council membership will be held at a maximum of 15 members and each member will be asked to serve a two-year term, with continuation as agreed upon. The Dean of the College of Architecture and Construction Management is a permanent member of the Council and cannot be Chair of the Council. Faculty and staff of the college shall not be members of the XLC. Members agree to be listed on the college website and other promotional materials as needed.

Members of the Council will:

1. Embrace the mission of the college and its community relationship goals.
2. Be committed to working together in a collegial manner.
3. Be willing to allocate the necessary time to participate in meetings, special events, and council projects.
4. Promote the college to industry, community, and government.
5. Provide a level of annual (July-June) financial support that is personally meaningful.
6. Serve a minimum two-year term.

### IV. MEETINGS

The Council will meet a minimum of three times a year (Spring, Summer, and Fall). Ad-hoc committees will meet as individually determined.