

California State University, Sacramento(CSUS)
College of Health & Human Services(CHHS)
Center for African Peace & Conflict Resolution[CAPCR]

Advisory Board Charge:

Purpose & Functions:

The purpose of the CAPCR Advisory Board is to guarantee input and support of professionals, community members, public and private organizations in carrying out the mission and objectives of CAPCR. The Board provides guidance for the CAPCR's programs/projects and development, as well as make recommendations for improvement. The Board shall be charged with strengthening financial footing, enhancing outreach efforts, and identifying partnerships at the local, state, national and international levels. In addition, the Board members are expected to participate in CAPCR programs, committees, and special events(e.g. conferences, workshops, lectures, hosting of dignitaries and international/African visiting scholars).

The Board shall: provide input and support to CAPCR's programs and projects; actively pursue funding sources and recruit Friends of the Center; identify partnerships and grant opportunities; make recommendations to CAPCR and set Board rules/policies in line with those of the CHHS and CSUS.

Structure:

The CAPCR Board shall consist of a minimum of 13 and maximum of 27 members/individuals drawn from diverse backgrounds from CSUS and beyond. Prospective Board members will be recommended by the CAPCR Director to the Dean of the College of Health & Human Services(CHHS) and CSUS President for approval. Tenure is three years(July-June), but it is renewable for up to two consecutive terms at a time. A member is eligible for appointment to another consecutive term(s) after at least 1 year leave.

The Board shall meet a minimum of 6 times, a year, not including special/emergency or committee meetings.

A report of each meeting of the Board shall be sent to the Director and CHHS Dean.

Selection Criteria:

The Board members should:

Be distinguished individuals with demonstrated personal/professional success in their fields and with strong interest in conflict resolution and peacemaking in US, Caribbean and Africa;

Be actively employed in, or successfully retired from, their professional endeavors in business, public or private sectors;

Have and/or understanding or experience of resources that will assist in CAPCR fund development.

CAPCR Advisory Board Committees: Approved April 2, 2005

The CAPCR board has five standing committees, to provide specialized assistance to the advisory board and director on a continuing basis. The five(5) committees are as follows: Executive, Marketing & Development, Board Relations and Outreach, Publicity, and Programs.

1. Executive Committee: Will consist of the Board Chair and Vice, Secretary and board members who are chairpersons of the various committees of the board and will be chaired by the Center Director. The executive committee oversees the operations of the board and may under special circumstances (on-demand activities that occur between meetings) act on behalf of the board.

-The Executive Committee will advise the Board and Director on budget & fiscal affairs. In this capacity, it will oversee the development of the budget, ensures accurate tracking/monitoring/accountability for funds, and ensures adequate financial controls of the center's finances.
- The Executive Committee also develops policies and procedures governing the activities of the board.
2. Marketing & Development: Develop and implement a marketing plan for the Center (eg. identify potential markets, their needs, how to meet those needs with the center's products/service/programs, and etc); position the activities of the Center in terms of image, & products. In its development function, this committee oversees the development and implementation strategies that augment the financial resources of the Center by soliciting funds from internal and external sources of support (eg. donations and fundraising).
3. Board Relations & Outreach: Assists with conflict resolution, ensures board cohesiveness and member recognitions; helps to recruit new board members; promotes the center's services to the community, engagement with local communities (corporations, universities, colleges, non profit organizations and other partners,) in promoting awareness and use of the center's products and services. In its recruitment function, this committee identifies and recruits able individuals as board members, committee members and other partners desirous of engaging with the Center.
4. Publicity: Develops strategies and materials that advertise specific program events of the Center as well as lead the publicity/dissemination of the events.
5. Programs: Responsible for the development, planning and implementation of major events that showcase the Center (e.g. Annual Award Dinners, Conferences and Seminars, Distinguished Guest Speaker Series; Research; Training workshops; Service Delivery programs, Scholarships; and related educational programs).

All Committee work shall be performed within the mandate of the Board and consistent with the policies and procedures of the California State University, Sacramento. Each committee is

permitted to recruit non board members to assist with its committee work under specified tasks, conditions and duration.

CALIFORNIA STATE UNIVERSITY-SACRAMENTO
COLLEGE OF HEALTH & HUMAN SERVICES
CENTER FOR AFRICAN PEACE & CONFLICT RESOLUTION

Advisory Board Member Application

1. NAME _____
2. Mailing Address _____
3. Phone _____ Fax _____ Email _____
4. Ethnicity(optional) _____ Male () Female ()
5. Any overseas travel _____ If yes, state countries _____
6. Employer: Name _____ Position _____
Address _____
7. Briefly describe special skills you have that will benefit CAPCR _____

8. Committee Preference(s) _____
9. Any other information: Attach a short 1-2 page resume.

Mail completed form to: Director
Center for African Peace & Conflict Resolution
California State University, Sacramento, CA 95819-6085
Phone: 278-6282/ fax: 278-3429
Email: uwaziee@csus.edu or capcr@ccollex.ccol.csus.edu

CAPCR website: www.csus.edu/org/capcr

