

# **STI Myanmar University**

## **“Advisory Board “**

### **Terms of reference**

#### **(A) Role / Purpose**

The role of the Advisory Board is to provide advice to the office of the Board of Directors to support the development of policy and activity. This includes the identification of the priorities and opportunities to be pursued. Committee members play a role in contributing office's day-to-day business.

The Board will meet biannually to update the ongoing plans and get the feedback from Board members about their views on to widening the diverse views.

#### **(B) Term**

The term of the Advisory Board is 3 years. Membership of the Advisory Board will be reviewed every 3 years. One third of the board with constraint on the long-term commitment to serve in the Board will serve a term of two years and remaining two third of the Board will server for four years to maintain continuity. Members may terminate their post by writing to the Chair of the Board at least in (3) months in prior. New members will be invited by the nomination of the existing members of the Board if the Board deem the member fit in the expected expertise, experience and insights.

#### **(C) Membership**

The Advisory Board consists of 7 members from both academics and industry.

- Chair (Managing Director)
- 2 External Advisors (International)
- 2 External Advisors (Local)
- 2 Internal Board of Directors (one of them serves as Secretary)

There is a policy put in place for the gender balance in the Board as well as a mix of academics and non-academics for the attainment of the different views and handling of the issues.

The Board consists of Chair, Secretary and Members. In the absence of the Chair, the meetings are to be chaired by the Secretary. There is no remuneration for serving as a member of the Board, however the travel and subsistence costs incur in fulfilling their roles could be reimbursed.

#### **(D) Roles and Responsibilities**

- To advise BODs in building leadership development and skills training of University staff

- To provide resources on University policies, procedures, local & international contacts, etc.
- To make recommendations and providing advice to ensure the programs running are relevant to business, industry, market demand and professional development practices
- To provide key information and developments in the respective areas of fields.
- To provide constructive feedback to BODs.

#### (E) Meetings

The Board is scheduled to meet once in every 6 months. Each meeting will take about 2 to 3 hours. The work of the Board will be based on the electronic communication and consultation as and when needed.

#### (F) Minutes and Reporting

All proceedings and resolutions of the Board will be minuted and circulated among the members. Each meeting minute is to be formally approved and signed for the records of the office of the Board.