

Jesuit Social Research Institute
Loyola University New Orleans
Advisory Board
Guidelines¹

1. Purposes. The advisory board of the Institute (hereinafter “the board”) shall advise about the purpose, vision, and goals of the Institute, recommend and provide advice on the Institute’s programs and services, assist in fund development for the Institute, and participate in the annual review of the Institute director, subject to the Loyola Charter and Bylaws. The board is an advisory, not governing, body.
2. Composition. The board will consist of no more than twelve members. The Provincial of the Province and the President of Loyola University will each name six members of the board. Ideally, individual board members will bring competence in one or more relevant fields such as law, social science, philanthropy, social service, higher education, Jesuit values, government, management, and Catholic Social Teaching. Most of the board should be drawn from the states of the Gulf South region.
3. Terms of board members. The terms of the board members shall be three years, renewable once. No member shall serve more than six years in succession. After the first three years of the board, the terms of those members who continue shall be staggered to allow continuity of the board. Upon completion of each term of service, the resignation of the board member, or inability to serve, the board shall recommend to the appointing authority (Jesuit Provincial or Loyola President) the continuation of the board member for an additional term and/or names of persons who might be of service to the Institute as board members.
4. Chairperson. The board chair shall be selected jointly by the President and Provincial after consultation with the Institute director. In the absence of the board chairperson from a board meeting, the chairperson shall appoint an acting chairperson to conduct the board meeting.

¹ Approved by the Advisory Board at its meeting of March 19-20, 2010

5. Meetings. The board shall have two regularly scheduled meetings per year and such other special meetings as shall be determined by the chairperson. Regular meetings shall be held in person, but special meetings may be conducted by electronic means.
6. Attendance. Board members who shall have two absences in succession shall be asked by the appointing authority (the Jesuit Provincial or the Loyola President) to indicate whether they wish to continue serving on the board and determine whether the board member shall continue in service.
7. Financial support. Board members shall advise the director in his/her fundraising responsibilities and are encouraged to assist the institute with an annual operating or endowment gift and/or to assist in soliciting a gift from another party or parties.
8. Committees. The Chairperson or the board may from time to time appoint one or more committees, as are deemed necessary, composed of board members and, where appropriate, other interested persons.
9. Individual board member responsibilities. The responsibilities of individual board members are set out in the attached *JSRI Advisory Board Responsibilities* [November 3, 2008 and as thereafter amended].
10. Evaluations. The board shall participate as consultants in the evaluations of the work of the Institute which shall be conducted pursuant to the current or any revised Memorandum of Understanding between the Province and Loyola University.

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JSRI ADVISORY BOARD RESPONSIBILITIES

Revised March 20, 2010

1. Participate in two advisory board meetings annually.
2. Recommend ways in which JSRI's projects can adhere to the mission, purpose, vision, and values of the Institute through project proposal and report review.
3. At appropriate intervals, participate in strategic planning to help JSRI to address the most pressing social and economic issues in the region and recommend appropriate mission implementation.
4. Participate in the development of a plan of action for common activities for JSRI, including identifying key indicators for tracking progress toward the goals.
5. Assist JSRI staff in developing financial resources for projects through:
 - a. Identifying strategies and revenue streams for fund development; and
 - b. Actively participating, when appropriate, in JSRI's development activities and solicitations.
6. Remain informed about JSRI finances.
7. Provide advice to the executive director in the execution of JSRI work.
8. Enhance JSRI's public image through promoting a positive image of the organization.
9. Assist the JSRI fellows by making recommendations for and reviewing proposed projects, monitoring project progress, participating in social analysis and theological reflection when appropriate, and identifying potential funding sources.

I understand and accept these responsibilities:

Board Member

Date