

ADVISORY BOARD  
**By-Laws**

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Nashua Community College Advisory Board

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The purpose of the Nashua Community College Advisory Board is:

- Support the President of the College
- Act as a liaison between the residents of Southern New Hampshire and NCC
- Promote the educational goals and objectives of NCC
- Create a revenue stream for the Student Scholarship Fund

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Membership duties include:

- Attending Advisory Board meetings
- Communicating the ideas and concerns of the faculty and administration
- Serving on committees as requested by the Board Chair
- Actively participate in Advisory Board Functions and activities
- A Board member in good standing must attend at least 50% of the yearly meetings

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Meetings are held bi-monthly, as scheduled by the President of Nashua Community College

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**A:** The Officers of the Advisory Board include the Chair and the Vice Chair  
**Section 2.2.1:** Duties of the Officers:

- Prepare the Agenda for each meeting
  - Run the meeting in accordance of Robert's Rules of Parliamentary Procedures
  - Select Sub-Committee assignments.
  - The Chair will be an ex-officio member of each committee
  - Serve as spokesperson for the Advisory Board
- Section 2.2.2:**
- Assist in preparing the Agenda, if needed
  - Preside over meetings in absence of the Chair
  - The position of Vice Chair does not automatically transition into the Chair Position

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- Both the Chair and Vice Chair are elected to a two year term, not to exceed three consecutive terms
- All Board members are appointed to three year terms
- Members in good standing can be reappointed

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- Elections will be held at the fall (September/October) meeting
- If a vacancy occurs before a term is up a special election will be held

**Section 2.2.3:**

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- The Nominating Chair shall be appointed by the Advisory Board Chair
- The Nominating Committee shall consist of the Nominating Chair, and two members of