



## **HAMPCAS Advisory Council Job Description**

### ***Purpose of Advisory Council***

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The advisory council will be responsible for guiding not only the long and short-term strategies of the HAMPCAS system, but also issues of routine/cyclical concern, as well as those that are of a time-sensitive nature. Decisions made by the advisory council will be vetted through the participating HAMPCAS programs, then ratified by the AUPHA Board of Directors.

### ***Role of Chair***

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- Convenes council conference calls and meetings.
- Develops meeting agendas in consultation with staff.
- Reports the work of the advisory council to the AUPHA board in tandem with AUPHA staff

### ***Role of Member***

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- Attends the meetings called by the chair.
- Contribute expertise on admissions and/or issues of programmatic concern as they relate to admissions
- Scan the HAMPCAS schools and AUPHA membership for future council prospects
- Propose individuals for consideration in future terms

### ***Criteria***

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Specific criteria for advisory council members/criteria for nomination include the following:

- Individuals must represent schools that are participating in HAMPCAS
- Individuals must not only represent their segments of the AUPHA membership/their setting, but also be able to transcend this to take a more broad view towards the goals of the system in general
- Admissions representatives must be the primary contact for admissions/HAMPCAS within their program or school
- Faculty positions will have ideally chaired their program's admissions committee or have directed, or are currently directing (or chairing the department) their programs.

### ***Terms of Office***

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#### ***Terms***

Initial terms may be 2 or 3 years to allow for staggering. Second term (if renewed) is be 2 years.

With the exception of the chair-elect position, representatives are eligible to be elected for up to two sequential terms.

#### ***Timing and Frequency of Meetings***

The committee meets quarterly, communicating via the Network in between meetings. Meetings will be held via conference call or webinar, with the exception of one face-to-face meeting with Liaison International, and a face-to-face meeting held at the AUPHA annual meeting each year.