HAMPCAS Advisory Council Job Description

Purpose of Advisory Council

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

- 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

- 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

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

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.