

**The University of Arkansas for Medical Sciences
Office of Sponsored Programs Administration Network (OSPAN)
Governance Advisory Board
Charter**

Purpose

- The OSPAN Governance Advisory Board (OSPAN GAB) shall provide guidance, recommendations and support to help ensure that the Sponsored Program Administration services provided by the Office of Sponsored Programs Administration Network (OSPAN) meet the needs of the university, faculty and colleges, departments, and divisions across the University of Arkansas for Medical Sciences (UAMS).

Appointment, Number and Term

- The number of OSPAN GAB Members shall be no fewer than nine (9) voting and/or faculty members and shall represent sponsored program constituencies of the University of Arkansas for Medical Sciences (UAMS).
- The OSPAN GAB shall be appointed by the Vice Chancellor for Research (VCR) and shall be a standing committee of UAMS.
- The OSPAN GAB shall include a minimum of one (1) clinical faculty member.
- The OSPAN GAB shall include a minimum of one (1) basic science faculty member.
- The OSPAN GAB shall include a minimum of one (1) bio-behavioral faculty member.
- The OSPAN GAB shall include a minimum of one (1) representative from each of the UAMS Colleges. These representatives will be nominated by each college's respective Dean and appointments approved by the VCR.
- Academic Senate Chair and the University Research Council Chair will serve as ex-officio voting members.
- The VCR, Sr. Vice Chancellor for Finance Administration (SVCF), and OSPAN Staff will serve as ex-officio, non-voting members.
- The Chair shall be elected by OSPAN GAB committee members.
- The Vice Chair shall be appointed by the Chair of the OSPAN GAB.
- The Secretary shall be elected by OSPAN GAB committee members.
- There is a Three (3) Year Term Limit for each OSPAN GAB Member.
 - Initial appointments will be staggered with some members having a one (1) year appointment, two (2) year appointment and others having a three (3) year appointment.
- There is a two (2) consecutive term limit.
- A member of the OSPAN GAB can resign by notifying the OSPAN GAB Chair, OSPAN Executive Director and respective college Dean.

Regular Meetings

- The Committee shall meet regularly in order to act in a timely fashion.
- Meetings will be held at a minimum once a quarter.

- Meetings may be divided into two sessions; Open and Closed.
 - In the rare occurrence, closed sessions are for agenda items that are to be held in confidence in accordance with UAMS Administrative Guide Policies.

Special Meetings

- A special OSPAN GAB meeting may be called by the OSPAN GAB Chair, OSPAN GAB Vice Chair, or the VCR.
- All OSPAN GAB Members shall be notified of special meetings in writing at least one (1) week prior to the date of the OSPAN GAB Meeting. This notice will include the date, time, place and specific meeting agenda.

Quorum

- A quorum is the minimum number of OSPAN GAB Members who must be in attendance in order for official action to be taken.
- A simple majority of the OSPAN GAB Members shall constitute a quorum for any meeting.

Attendance at Meetings

- Only OSPAN GAB members will count in determining that a quorum of members is present.
- Only OSPAN GAB members will be permitted to vote on action items. If a GAB member cannot be present at a meeting, s/he should not designate someone else to attend.
- Consistent attendance and active participation is expected of all OSPAN GAB Members.
Any OSPAN GAB Member who has displayed a pattern of nonparticipation, for example consecutive absences from regularly scheduled OSPAN GAB meetings, are subject to removal by the OSPAN GAB.

Vacancies

- The Chairperson and respective College Dean may nominate an individual, subsequently approval by the VCR, to serve for any OSPAN GAB member who resigns or is removed from the OSPAN GAB.

Ethics

- No OSPAN GAB Member may use his/her position on the OSPAN GAB for personal gain.
- OSPAN GAB closed session agenda items, correspondence and business is to be held in the strictest of confidence.

Powers and Duties

- The OSPAN GAB shall review and provide feedback on the OSPA processes and procedures.
- The OSPAN GAB shall be the campus advocates for support, policies, procedures and guidelines in regards to sponsored programs shared services.

- The OSPAN GAB shall recommend resolutions to significant issues with the final decision being determined by the VCR.
- The OSPAN GAB shall provide feedback and guidance on continuous improvement initiatives.
- The OSPAN GAB shall provide communication to other constituent groups regarding the OSPAN.

Roles and Responsibilities

- Voting Members
 - All OSPAN GAB members are voting members.
- Chair
 - The Chairperson shall preside at all meetings of the OSPAN GAB.
 - The Chairperson shall sign all written communication and other appropriate documents on behalf of the OSPAN GAB.
 - The Chairperson shall only vote in the event a tie occurs.
 - The Chairperson shall also perform such other duties as may be assigned by the VCR or the OSPAN GAB.
- Vice Chair
 - In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers of, and have all the restrictions upon the Chairperson.
 - When authorized by the OSPAN GAB or the Chairperson, the Vice Chairperson shall sign any instrument on behalf of the OSPAN GAB.
 - The Vice Chairperson shall assure that the OSPAN GAB conducts an annual self-assessment of its performance and shall perform such other duties as may be assigned by the OSPAN GAB.
- Secretary
 - The Secretary shall be responsible for assuring all notices to OSPAN GAB members are given in a timely manner and that a true and accurate record is kept of all meetings of OSPAN GAB.
 - The Secretary shall schedule OSPAN GAB meetings and organize agendas.
 - The Secretary will record meeting minutes and send these minutes to the Chair for approval.
 - The Secretary will record meeting decisions.
 - The Secretary will prepare correspondence and send correspondence to Chair for approval.
 - Secretary will create and upload all supporting documents for agenda items and OSPAN GAB files.
 - The Secretary will maintain the official UAMS OSPAN GAB files.
 - The OSPA Director will appoint an administrative assistant to assist the Secretary.

Ad Hoc Committee(s)

- The OSPAN GAB shall have the power to establish and appoint ad hoc committees and task forces, appoint a chairperson, and define the goals of the committee or task force.
- Ad hoc committees shall serve for one year or until the purpose for which they were created has been accomplished.
- The Chairperson of the OSPAN GAB or designee shall be an ex-officio member of each ad hoc committee or task force.