

IHA Strategic Action Advisors

This charter outlines the purpose, membership, responsibilities, reporting structure, and amendment process for the IHA Strategic Action Advisors, ensuring effective collaboration and decision-making to support IHA's mission.

Purpose

The IHA Strategic Action Advisors are appointed to provide timely advice on critical strategic and operational issues. They support the implementation of IHA's Strategic Plan and foster collaboration across the institute to ensure progress on key initiatives.

Membership

The IHA Director will appoint 2-5 Advisors from IHA faculty and staff. Nominations (self and nominated by others) will be requested in late November, with appointments made by the end of December 2024.

The IHA Director recognizes the time demands on all community members and is committed to an efficient and focused use of Advisors. Each Advisor's involvement will be limited to no more than two hours per month, ensuring that their contributions are purposeful and respectful of their other responsibilities.

Eligibility

All IHA community members are eligible to apply. At any given time the committee will be comprised of at least 2 core faculty members (aka appointed to IHA with 50% FTE or more) and 1 staff member. Priority will be given to core faculty members but WOS faculty are encouraged to indicate interest and apply. This opportunity is open to all with interest and meet criteria—race, gender, and other protected categories or proxies for protected categories are not use.

Responsibilities

1. **Advising Leadership:** Provide input on strategic growth, impact, and financial sustainability.
2. **Strategic Action Implementation:** Support implementation of high-priority actions on an as-needed basis.

The group is **not** a leadership body for forming subcommittees, but rather an **action-oriented team** focused on bold decision-making, even with incomplete information. Advisors will convene as needed via email, Zoom, or in person when high-priority issues arise. Background

materials will be provided, and Advisors will have 3-5 days to review and submit questions and requests for additional information. Guidance may be provided via email or the group will be convened to discuss more nuanced, complex issues. Deliberations and decisions will be shared in the monthly Sync & Share meetings by the IHA Director.

Scenarios where Advisors may be Used:

1. Current funding allocations focus on key operational needs, such as supporting growth grants, reviewing faculty and staff wellbeing metrics, addressing HR and finance challenges, and escalating issues to the Dean's Office or higher when necessary.
2. In the case of receiving unrestricted revenue, Advisors would weigh in on decisions such as: which big ideas to seed, which community partners to build relations with, how to set up an external advisory board, sponsorships of individuals or organizations (e.g., gala events) that have strategic value—the list goes on!

Governance

The Advisors report to the Director, who holds ultimate decision-making authority. Communications and meetings are confidential to encourage open dialogue.

Amendments

This charter may be amended by mutual agreement between the Advisors and the IHA Director.

Terms & Remuneration

Advisors will agree to serve for a 12-month term, with flexibility to adjust by consulting the Director. The Advisors serve on a voluntary basis but those who commit to a 12-month term with active participation will receive a professional development stipend of \$1000 (available for utilization 6-months following appointment).

Institute for Health & Aging (IHA) Strategic Action Advisors - Self Nomination Form

Instructions:

Thank you for your interest in the IHA Strategic Action Advisors. Please complete the form below and submit it by EOD December 13. This form will help us understand your interests, perspectives, and goals as a potential Advisor.

1. Personal Information

- **Full Name:**
- **Current Position:**
- **Email Address:**

2. Eligibility and Commitment

- Are you a core faculty member (50% FTE or more within IHA), staff member, or WOS faculty?
 - ☐ Core Faculty
 - ☐ Staff
 - ☐ WOS Faculty
- Are you able to commit up to **2 hours per month** for this advisory role, including meetings and preparatory work?
 - ☐ Yes
 - ☐ No

3. Statement of Interest (300 words)

In 300 words or less, please explain why you are interested in serving as an IHA Strategic Action Advisor. Highlight any relevant experience, skills, or perspectives you bring to support IHA's strategic growth, impact, and financial sustainability.

4. Relevant Experience (200 words)

Describe any experience you have in **strategic planning, financial sustainability, or action-oriented advisory roles**. If applicable, provide examples of your involvement in high-impact initiatives, operational improvements, or complex problem-solving.

5. Goals and Vision for IHA (200 words)

What are three goals or changes you would like to see IHA achieve over the next year? How would your participation as an Advisor help accomplish these goals?

6. Availability

Advisors will review background materials within **3-5 days** of receipt and may convene on short notice. Are you able to accommodate this flexible schedule?

- ☐ Yes
- ☐ No

7. Additional Information

Use this space to share any other information you feel is relevant to your nomination (optional).

8. Acknowledgment

By submitting this form, I acknowledge that if selected as an Advisor, I commit to:

- Engaging actively and collaboratively with the IHA Director and other Advisors
- Maintaining confidentiality as required
- Communicating with IHA Advisor of time or expectations, as outlined in this charter, are not adhered to

Signature: _____

Date: _____
