Business Honors Program
Steering Committee Charter
May 2011

This document shall be the sole determinant of the organization and functions of the the Business Honors Program (BHP) Steering Committee (SC). It shall not be changed without the consent of a majority of the standing SC members.

Purpose

The purpose of the SC shall be threefold. First, the SC shall exist with the express intent of fostering and increasing communication between faculty, staff, students, and alumni in the Business Honors Program. The SC will work extensively with the Honors Business Assocation (HBA) as well as the BHP Ethics Board to create a strong BHP culture through cohosting and collaboration. As the elected class representatives of the Business Honors Program, these representatives serve as the link and voice between their classmates and the BHP Program. SC members will be accessible to talk about any issues, concerns, feedback relating to the program and will have contact information available on the website.

Second, the SC shall serve the purpose of a Program "oversight" committee. This will entail the prescription of goals for the Program and the creation of policy decisions through informed student and staff feedback to achieve these goals.

Third, the SC members shall organize two BHP Student Town Hall meetings and/or BHP Office Hours per year. One of these meetings shall occur near the end of fall semester and the other shall occur at the end of the spring semester. The BHP director, staff, academic advisors, faculty, and students are all invited to attend. Students must be allowed time to ask questions and raise concerns about the Business Honors Program at these meetings, and this opportunity should be emphasized during the publicity for the Town Hall meetings.

Committee Members

Membership on the SC shall include the following:

- **Chair of the SC** - *Lead the SC and meetings. In charge of hosting Town Hall meetings, publicizing events, and collaborating with the President of HBA and Chair of the BHP Ethics Board*
- **Vice-Chair of the SC** - *Work with Chairman on leading and planning SC initiatives. If SC Chair cannot be at meeting, Vice-Chair will take over duties. Vice-Chair is also responsible for managing communications and email reminders*
- **Secretary** - *Take detailed minutes of each meeting and e-mail it out the group*
- **Senior Class Representatives** - Minimum 1
- **Junior Class Representatives -** Minimum 1

- **Sophomore Class Representatives -** Minimum 1
- **Freshmen Class Representatives -** Minimum 1
- **HBA Representative -** *Nominated by HBA*
- **BHP Ethics Board Representative -** *Nominated by BHP Ethics Board*
- **Staff Liaison(s) -** *Serve as standing staff mentor to SC*
- **BHP Staff Director (Optional)**
- **BHP Faculty Director (Optional)**
- **BHP Director (Optional)**

Terms & Selection

Student members will be selected for one-year terms that include both the fall and spring semesters. Requirements for student membership must include current enrollment in BHP and good standing with the University of Texas at Austin. The Chair, Vice-Chair, Secretary, and Staff Liaison shall be in charge of selection for the Class Representatives. Selection will be based on application form, essays, and in-person interviews. Selection should be based on the student's experiences with BHP and his or her class, ideas for new programming and initiatives, and general impression of the benefit the student can provide to the SC. This process should occur at the beginning of the fall semester, and should also include a re-application process for previous members to reestablish commitment.

Chairman, Vice-Chairman, and Secretary will be elected at the end of each spring semester. Each candidate will have to give a 1 minute speech on their vision of BHP SC to the committee, and will be elected by anonymous vote.

Meetings

Meetings shall occur bi-monthly for the entire academic year, on days to be agreed upon at the beginning of the each semester. The Chair, Vice-Chair, Secretary, and Staff Liaison should determine an agenda and goals for the semester at the beginning.

Chairman should lead the meetings and discussions on topics, and Vice-Chair should be in charge of sending reminder e-mails. Secretary should take detailed minutes and e-mail it to the committee after every meeting.

Subcommittees can be formed for special initiatives as determined by the Chair, Vice-Chair, and Staff Liaison.

Previous Events & Initiatives

- **BHP Office Hours** - Informal hours in the BHP Office where students can drop by and provide feedback and ask questions.
- **BHP Town Hall Meetings -** Open forum in large room where students can ask questions and facilitate discussion with faculty, staff, and alumni

- **Faculty Fiesta Co-host with HBA -** BHP Faculty are invited to enjoy lunch on South Mall and interact with others in the BHP Community
- **Bring-a-Buddy Meetings -** Invite friends in the BHP ~~program (~~Program~~)~~ to a meeting to discuss topics and provide different perspectives
- **BHP 50th Anniversary -** Promote, volunteer, and host anniversary event at AT&T Executive Center