Hospitality School Advisory Board Charter

Template — not legal or financial advice. Your institution's policies on advisory bodies, gifts, and student privacy control. Have the program head and the institution's counsel or governance office review this charter.

Program: _____ **Institution:** _____ **Adopted:** _____

1. Purpose

The advisory board gives the program industry input on curriculum, field experience and internships, career outcomes, facilities, and partnerships, and supports fundraising and scholarships.

2. Advisory role only

The advisory board makes recommendations. It does not hire, set budgets, grade, admit students, or bind the institution. Decisions stay with the program and the institution.

3. Membership

- Size: _____ members
- Mix sought: hotel and resort operators, restaurant and food-service leaders, tourism and destination leaders, alumni, and at least one current student (non-voting, if the institution prefers)
- Appointed by: _____
- Terms: _____ years, up to _____ consecutive terms; staggered so about a third rotate each year

4. Officers

- Chair, chosen by members for a _____-year term
- Program staff liaison who keeps the agenda, minutes, and recommendations log

5. Meetings

- At least _____ meetings a year, one of them on campus
- Agenda and materials sent _____ days before the meeting
- Minutes record attendance, recommendations, and who will respond

6. Recommendations log

Date	Recommendation	Area (curriculum, internships, facilities, other)	Program response	Status

For programs accredited by ACPHA, the standards ask for evidence of stakeholder input in planning and curriculum review; a dated log of recommendations and responses is one way to show it (ACPHA accreditation standards (https://www.acpha-cahm.org/accreditation/accreditation-standards/)).

7. Conflicts of interest

- Members disclose employment and business ties that could benefit from a recommendation (for example, a vendor relationship or a sponsored lab)
- A member with a conflict says so on the record and steps out of that recommendation
- Recruiting access for members' companies follows the institution's career-services rules

8. Confidentiality and student privacy

- Members do not receive student records; any student information shared follows the institution's privacy policies
- Draft curriculum and budget plans shared with the board stay confidential until the institution releases them

9. Gifts and fundraising

- Gifts go through the institution's advancement office and gift-acceptance policy
- No member's gift buys a curriculum decision

10. Review

The program and the advisory board review this charter every _____ years.

Related: Hospitality board governance guide (https://preparedboard.com/guides/hospitality-board-governance) · Hospitality board meeting agenda (https://preparedboard.com/templates/hospitality-board-meeting-agenda).

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