

UADA Policy 215.2
Service as a Member on Boards, Commissions, Associations,
or Advocacy Groups

Purpose

The Division recognizes that employees may want to engage and serve as members of certain governing boards, commissions, associations, or advocacy groups seeking to influence public policy outside their Division employment. The Division appreciates such contributions by employees to their communities.

Policy

In order to ensure that such service as members does not have a conflict of interest or violate any University of Arkansas Board of Trustee Policies¹ or Division policies, a Division employee must notify his/her immediate supervisor in writing, on an annual basis, if the employee is considering participating or seeking election to such governing boards, commissions, or advocacy groups. For purposes of this policy, “governing board” refers to the board of directors of a for-profit or nonprofit entity. Division employees shall not use official time or Division property in their duties as a member of such governing boards, commissions, or advocacy groups. This policy does not include service as members or elected members on boards, commissions, associations in which the employee is serving in their official capacity as part of their official job duties and responsibilities (e.g. State Plant Board, Soybean Board, Professional Associations, etc.).

Supervision notification is not required for service on common nonprofit charity boards or associations (e.g. library boards, school boards, church boards, Big Brothers and Big Sisters) or local chamber of commerce boards. If there is a determination that by serving as a member of such board, commission, associations, or advocacy group, there is a violation of Board or University policies, or a conflict of interest exists or might give rise to the appearance of a conflict of interest, then the Division employee will not be able to serve as a member of such board, commission, or advocacy group.

¹ UA Board Policies 465.1, 340.1