



Charter of the Advisory Board and Program Committees for the Kinder Institute for Urban Research at Rice University

October 2022

I. Purpose and Responsibilities

The purpose of the Kinder Institute Advisory Board is to provide advice and support to The Kinder Institute for Urban Research and its director. It is not a governing or fiduciary board.

The board will offer guidance in support of:

- Developing, periodically refreshing, and implementing a strategic plan
- Providing programmatic guidance
- Reviewing major programmatic initiatives and ensuring their consistency with the institute's mission
- Promoting programmatic collaborations and partnerships with community organizations
- Serving on relevant committees

Additionally, members of the board are expected to:

- Enhance the Kinder Institute's reputation by serving as a champion of its mission and vision to Houston's leadership community as well as to the general public, companies, and other organizations, both public and private
- Learn about and be well-versed in the institute's mission, its research, and its goals
- Regularly attend advisory board meetings and participate in occasional meetings/calls as needed
- Connect the Kinder Institute with organizations that may provide solid partnerships or learning opportunities
- Support community outreach activities, including outreach programs, events, and media opportunities

II. Appointment, Membership, and Length of Service

The Kinder Institute Advisory Board shall consist of twelve board members and one ex-officio appointee. The board shall include:

- Two lifetime members, Rich Kinder and Nancy G. Kinder
- One ex-officio member, to be appointed by Rice University's sitting president and whose term is determined by the sitting university president
- Ten members chosen for their expertise and community relevance to the institute and its programs, who will serve for no more than two consecutive, three-year terms
- Emeritus members may continue to serve for an interminable length of time as non-voting members and are eligible to participate in committees

III. Meeting Schedule

The advisory board will meet quarterly. Meetings will be held on the Rice University campus unless the board elects to meet elsewhere. Additional board meetings may be called for a particular purpose(s). A quorum will consist of a majority of all current voting members.



IV. Committees

Kinder Institute board members may serve to advise on various institute programs or committees. Committees may be relevant to several initiatives, including board nominations, development initiatives, or in support of the Kinder Institute's research initiatives.

Committee membership is voluntary. Each committee consists of one KIUR staff leader and 1-3 board members (current or emeritus). The research committees may also include external community members.

- The *Nominating Committee* selects board members dedicated to the success of the institute's initiatives as well as award honorees. Members of the committee work directly with the Kinder Institute director. The Nominating Committee prioritizes:
 - Maintaining a diverse advisory board representative of Houston and its industries
 - Identifying potential board members and assisting in their development
 - Identifying nominees and selecting honorees for various awards, including the Steve L. Kleinberg Award and the Y. Ping Sun Award

From time to time, the committee may convene outside of regular board meetings.

- The *Development Committee* offers guidance to the Kinder Institute director of development and is involved in identifying, cultivating, and soliciting donors at various levels, including:
 - Determining a specific fundraising target
 - Offering guidance to identify potential revenue sources from a diverse mix of prospective funders
 - Offering guidance on the development director's action plan about who is going to approach which source, how, and by when
 - Introducing new potential funders to the institute
 - Sharing a fundraising report with the advisory board
 - Assisting in communicating fundraising priorities to various stakeholders
- The *Education Committee* offers thought partnership to the Houston Education Research Consortium director on strategic research matters, major requests for research program allocations, research priorities, and general issues concerning the education research program infrastructure.
- The *Population Research Committee* offers thought partnership to the Population Research director on strategic research matters, major requests for research program allocations, research priorities, and general issues concerning the population research program infrastructure.
- The *Housing & Neighborhoods Committee* offers thought partnership to the Housing & Neighborhoods director on strategic research matters, major requests for research program allocations, research priorities, and general issues concerning the housing & neighborhoods research program infrastructure.



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- The *Community Health Committee* offers thought partnership to the Community Health director on strategic research matters, major requests for research program allocations, research priorities, and general issues concerning the community health research program infrastructure.
- The *Economic Mobility & Inequality Committee* offers thought partnership to the Economic Mobility & Inequality director on strategic research matters, major requests for research program allocations, research priorities, and general issues concerning the economic mobility & inequality research program infrastructure.