SOA's PLANNING AND PUBLIC RELATIONS COMMITTEE

OBJECTIVE: The Planning and Public Relations Committee oversees the planning and public relations for the School of Accountancy (SOA).

COMMITTEE MEMBERS: The Planning and Public Relations Committee consists of all tenured accounting faculty. The Director may also include other faculty.

CONTINUING ACTIVITIES:

A) The committee has the responsibility to create the following processes:
   [1] Strategic planning processes for SOA,
   [2] Processes for learning about our "customers" and "suppliers,"
   [3] Processes for individual faculty development,
   [4] Processes for distributing information about SOA, and
   [5] Processes to ensure high quality professional interaction.

B) The committee has the following role to assist the Director of SOA in overseeing SOA's mission statement and objectives as follows:

   [1] To provide students with quality undergraduate and graduate accounting programs as described in the School of Accountancy's mission statement.

   [2] To assure that SOA provides sufficient professional service to students, SOA, the College of Business Administration, the University of Hawaii, and the academic accounting profession.

   [3] To encourage the faculty to provide community service to accounting practitioners, the business community in the state, and other relevant groups.

   [4] To obtain financial support for SOA and its students so as to improve the quality of education for students and to assist the faculty in performance of their duties.

   [5] To participate, upon request by the Director, in processes to determine teaching and service loads and deploying faculty resources appropriately across degrees and programs.

   [6] To assure that SOA provides continuing faculty intellectual development and renewal, such as supporting faculty participation in academic and professional organizations.
[7] To comment on the management of the administrative affairs of SOA for effectiveness and efficiency.

Responsibilities for the Chair:

1) Call a minimum of one meeting every six months; preparing an agenda for the meeting; and take minutes of the meeting.
2) Maintain a file of records (agenda, minutes, correspondence, and other relevant documents) and surrender this file to the succeeding committee chair at the conclusion of the term.
3) Submit to the Director, upon request, a year-end report.