

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.