



WILLIAM & MARY

CHARTERED 1693

BOARD OF VISITORS

FAQS

JULY 2025

BEING A SUCCESSFUL BOV MEMBER

What does it take to be a successful BOV member?

The Board of Visitors is a governing body. Successful members are curious, respectful, transparent, prepared, and engage the administration and fellow board members. Board members are encouraged to familiarize themselves with the [Board Bylaws](#) and [university policies](#), particularly those that fall under the jurisdiction of the member's committee assignments.

How much time should I set aside to prepare for Board meetings?

A member's time commitment will vary based on committee assignments and leadership roles. All members should set aside several hours in the week leading up to a Board meeting to review the meeting agenda, pre-read materials and agenda book. Such information can range from 150-300 pages and are categorized by committee.

Topics are diverse; some will be familiar, while others may be foreign. Careful attention to the pre-reads and background information will help members to engage and contribute effectively. [Board Officers](#), as well as [committee chairs and vice-chairs](#), are good resources, depending on the topic.

How does the BOV accomplish its work?

Committees are primarily where the work of Board of Visitors gets done. The Board currently has eight working [Committees appointed by the Rector](#), each with a chair and vice-chair. Committees are staffed by members of the W&M Executive Leadership Team (ELT) and the President of Richard Bland College. Committee meetings can include input from area experts, faculty and student representatives. It is critical for members to come prepared having reviewed materials sent in advance via OnBoard. Committees typically meet during regularly scheduled Board meetings, though some may not meet, and some committees may meet more frequently if needed. Committee meetings cover specific agenda items in detail and consider business to be brought to the entire Board. Committee meetings are open to all Board members.

How do I engage with faculty, staff, and students on campus?

Most, if not all, Board meetings will include an opportunity to hear from the W&M and RBC communities via Committee presentations and through written updates by the faculty and student reps and the staff liaison. Committee Chairs are a good resource for their areas of responsibility. If a member wishes to set up a meeting with a member of the William & Mary or RBC communities or visit a campus, either the Secretary or Deputy Secretary will assist with coordinating opportunities.

This process is not meant to impede member access - especially Committee chairs - to the Presidents, ELT or members of the W&M Cabinet.

Who are my primary contacts for BOV questions?

[Michael Fox](#)

Secretary to the Board of Visitors

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757-221-1346 (o) 757-810-7208 (cell)

[Jessica Walton](#)

Deputy Secretary to the Board of Visitors

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BOARD MEETINGS/EVENTS AND LOGISTICS

What constitutes a Board meeting?

Any discussion or conversation, written or oral, which includes more than two (2) Board Members is considered a meeting and therefore, subject to the [Virginia Freedom of Information Act \(FOIA\)](#).

Do meetings of the Board or committees require a quorum?

A majority of the body must be present to conduct official business such as the approval of minutes and resolutions. Presentations or other informational opportunities do not require a quorum

Please be attentive to [FOIA](#) quorum definitions and requirements when meeting and/or corresponding with fellow members of the Board of Visitors.

Where can I find Board meeting information?

Schedules are typically sent to members via email approximately three to four weeks prior to the meeting.

If applicable, pre-read materials will usually be provided at least eight days in advance, and the agenda book is provided at least seven days in advance of the meeting via OnBoard. Meeting days and evenings are full, so members should keep their calendar open so they can be present.

How do I access meeting logistics, the agenda, pre-reads, agenda book, minutes, and other information?

The Deputy Secretary to the Board of Visitors communicates logistical information with Board members and their assistants via email. Board members will start to receive information regarding lodging and other logistical information about a month before a meeting.

All other material will be loaded in the Board portal, *OnBoard*.

Where is Board information maintained?

Members will be able to view upcoming meeting information and documents on OnBoard. Past Board documents can be found via OnBoard and on the Board of Visitors [meeting archive website](#).

Does OnBoard have an accompanying app?

Yes, there is an OnBoard app and members should download the app. The app provides alerts when certain materials are added to the portal, allowing timely access to information.

What is the format and structure of a Board meeting?

Meetings typically begin with the Executive Committee late Wednesday afternoon followed by the Rector's Dinner that evening. Meetings run the full day Thursday, and usually conclude at lunchtime on Friday.

Meetings use simplified parliamentary procedures ([Robert's Rules of Order](#)). Meetings are open to the public, though not for public comment.

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Where can I find the upcoming Board meeting schedule?

The Board schedule can be found on the [Board website](#). Dates for the 2024-2025 academic year are:

- July 24-25, 2024
- September 25-27, 2024
- November 21-22, 2024
- February 5-7, 2025
- April 23-25, 2025

Where does the Board meet?

The Board typically gathers in Williamsburg on the campus of W&M or in Petersburg at RBC during regularly scheduled meetings. The Board usually travels to an alternative location, such as VIMS or the DC Center, during the summer retreat. Locations are published well in advance to make planning easier.

What events, in addition to Board meetings should I attend?

Board members should plan to attend activities during Charter Day weekend in February, which coincides with the February Board meeting, and the Commencement Ceremony in May. In addition, members are encouraged to attend Opening Convocation in late-August. Members will also receive individual invitations to athletic events and other special events during the year.

Are accommodations provided for Board meetings?

Yes. W&M will arrange and pay for room reservations for Board members attending Board Committee meetings, Board meetings, Opening Convocation, Charter Day and Commencement. If a member is in Williamsburg for other meetings or campus events and requires lodging, the Deputy Secretary of the Board of Visitors can assist with arrangements at the W&M rate to be paid by the member.

What is the W&M expense policy for Board of Visitors members?

W&M will provide members meals during the meeting. Meal offerings are based on the agenda and vary from meeting to meeting. In addition to meals, snacks and beverages will also be available during meetings. If a member incurs expenses outside the meeting/off campus (e.g. meal, drink, newspaper, etc.) the university is not permitted to reimburse the member for the expense(s).

What is the dress code for Board meetings?

Dress for Board meetings is typically business unless otherwise noted. Jacket (with ties) for gentlemen and a suit, dress, or slacks for ladies.

Is parking available on campus?

Yes. Parking will be reserved near meeting locations in Williamsburg and Petersburg. When meetings take place at other locations, information will be provided on the best place to park.

Parking passes will be distributed to members at the September meeting. The pass allows members to park in spaces throughout campus when they are onsite for meetings and events.

If I have a question about logistics, whom should I contact?

Deputy Secretary to the Board of Visitors.

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MEDIA/ COMMUNICATIONS

Do members of the media attend BOV Meetings?

W&M Board of Visitors' meetings are open to the public, though not for public comment unless specified. Members of the local media often attend. Closed sessions are not open to the public or to members of the media.

What do I do if someone from the media contacts me?

If a member of the media contacts a board member for comment or to set up an interview, the member should contact the Secretary to the Board of Visitors for guidance on how to proceed before responding or committing to anything.

What do I do if a parent/student/alumnus/citizen contacts me regarding an issue?

If a parent/student/alumnus/citizen contacts a board member regarding an issue, the member should contact the Secretary to the Board of Visitors for guidance on how to proceed before responding or committing to anything.

NOTE: The Rector should always speak on behalf of the Board

Should I post my W&M email on the Board website?

Board members are encouraged to list their W&M email address on their Board of Visitor [profile page](#) on the website. This shows transparency and a broader willingness to hear from the W&M community. If posted, members should monitor their account regularly or have their W&M email forwarded to the email address they check most frequently. If members routinely use their W&M email address to conduct Board business, then the university can assist in searching for any records that may have to be produced in response to a FOIA request. If members use personal email addresses to conduct Board business, then the search process will fall entirely to the individual member.

RESOURCES

Where can I find information on the Virginia Freedom of Information Act?

The Virginia Freedom of Information Act can be accessed [here](#). Board of Visitors meetings are public and subject to the Virginia Freedom of Information Act. If you have a specific question or concern contact University Counsel.

What is a good resource for general board information?

The [Association of Governing Boards of Universities and Colleges](#) (AGB) is an excellent resource for general information regarding higher education boards. W&M Board members are members of AGB while they sit on the Board. To gain access to documents and webinars members can login in using their W&M affiliated email address. When logging in for the first time the password is BOOKMARKAGB

Who can help with IT issues related to my William & Mary accounts?

Should a member of the Board need IT support they should contact the IT Department at (757) 221-HELP (4351) or itsupport@wm.edu or the Deputy Secretary to the Board.

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WHAT DO I HAVE ACCESS TO

Email:

Board members are eligible for a W&M affiliated email address.

ID Card:

Members of the Board are eligible to receive a [Tribe Card](#), the official ID card of the university. The Tribe Card is needed to unlock access to some of the following benefits. Members interested in getting an ID should coordinate with the Deputy Secretary to the Board.

Swem Library:

Board members have access to [Swem Library](#). A W&M affiliate email is needed to access digital information/documents, and a Tribe Card is needed to check out books.

Complimentary Subscriptions:

There are multiple complimentary subscriptions offered through the Swem Library that can be utilized with a W&M affiliate email address.

- [New York Times Digital](#)
 - Unlimited access to the NYTimes.com web site and NYT apps. Also includes New York Times' archives for articles outside the 1923-1980 date range. Must be logged in to your NYTimes.com account. [Sign up for a free account](#) by going to accessnyt.com (search for: William & Mary).
- [Wall Street Journal Digital](#)
 - Unlimited access to WSJ.com, mobile, and tablet apps. Focuses on personalized, current, mobile and credible news. Print edition available in EReader format. Coverage includes a four-year archive. Use the link above to activate your free account. You need only do this one time. This will provide direct access to wsj.com.
- [Washington Post Digital](#)
 - Unlimited digital access to the WashingtonPost.com web site on any device and to all Washington Post apps. Must be logged in to your WashingtonPost.com account: 1. Register for a free account with your W&M email address at the registration link above. 2. Click on your name in the upper right-hand corner. 3. Click "Account Settings". 4. Make sure your email is verified; if not, click "unverified" to be sent a verification email. 5. Click the "My Subscription" tab. 5. Click "Activate free digital access".
- [Ancestry.com](#)
 - Provides access to historical U.S. and international documents and photos, local narratives, oral histories, indexes and other resources in over 30,000 databases that span from the 1500s to the 2000s. The Library Edition of Ancestry.com has fewer personalized functions and options than the versions available to private subscribers.

Bee McLeod Recreation Center:

Having a Tribe Card gives Board members access to the [Bee McLeod Recreation Center](#).

Many athletic events can be viewed live through the [athletics website](#)

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Campus Wi-Fi:

While on campus Board members have access to the campus WI-FI, [eduroam](#). To set up eduroam first connect to the W&M-Welcome. Once connected to the guest Wi-Fi go to [connect.wm.edu](#) and select Begin eduroam setup. Download the device-specific configuration assistant or app and follow the instructions to complete eduroam set-up.

Here are some device specific installation instructions.

- [Apple iOS 13.6 and newer](#) (.pdf)
- [Android 6-9](#) (.pdf)
- [Android 10 and newer](#) (.pdf)
- [Mac Computers](#)
- [Windows Computers](#)

For assistance in setting up Wi-Fi contact the Deputy Secretary to the Board.

****When in doubt ask the Rector, Secretary to the Board, or Deputy Secretary to the Board****