



**UNIVERSITY "UKSHIN HOTI" PRIZREN**  
UNIVERSITETI "UKSHIN HOTI" PRIZREN

**SENATE**

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Rruga e Shkronjave str, No. 1, 20000 Prizren-Kosovo; Tel:+381 (0) 29- 232 140; Homepage: www.uni-prizren.com

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**Prizren, 15.03.2019**

Based on Article 48, paragraph 1.9. of the Statute of "Ukshin Hoti" University of Prizren, deciding on the adoption of the Regulation on the Establishment and Functioning of the Industrial Advisory Board of the Academic Units of "Ukshin Hoti" University of Prizren, the UUH Senate in a meeting held on 15.03.2019, issued the following;

**D E C I S I O N**

- I. Regulation on the Establishment and Functioning Principles of the Industrial Advisory Board of the Academic Units of "Ukshin Hoti" University in Prizren.
- II. An integral part of this decision will be the aforementioned Regulation.
- III. This decision shall enter into force at the time of its adoption, whilst the aforementioned regulation shall enter into force 7 days after its signature by the Chairperson of the UUHP Senate.

**Chairman of the Senate**

**The Decision is sent to:**

The Management  
Academic Units  
General Secretary  
Archives

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**Prof.asoc dr. Ismet Temaj**



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**Prizren, 15.03.2019**

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**DECISION**

- I. Regulation on the Establishment and Functioning Principles of the Industrial Advisory Board of the Academic Units of "Ukshin Hoti" University in Prizren, is adopted.
- II. An integral part of this decision will be the aforementioned Regulation.
- III. This decision shall enter into force at the time of its adoption, whilst the aforementioned regulation shall enter into force 7 days after its signature by the Chairperson of the UUHP Senate.

**Chairman of the Senate**

**The Decision is sent to:**

The Management  
Academic Units  
General Secretary  
Archives

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**Prof.asoc dr. Ismet Temaj**



# UNIVERSITY "UKSHIN HOTI" PRIZREN

## UNIVERSITETI "UKSHIN HOTI" PRIZREN

### SENATE

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Prizren, 15.03.2019

Based on Article 48, paragraph 1.9 of the Statute of "Ukshin Hoti" University of Prizren, the Senate in its meeting held on 15.03.2019, approves the Regulation on the establishment and principles of functioning of the Industrial Advisory Board of Academic Units of "Ukshin Hoti" University in Prizren;

### **Regulation on the Establishment and Functioning Principles of the Industrial Advisory Board of the Academic Units of the University "Ukshin Hoti" Prizren;**

#### **Purpose of the Industrial Advisory Board**

The purpose of establishing the Industrial Advisory Board is to cooperate and interact with academic units and the industrial community. This regulation defines the character, membership, functioning, scope, decision-making and mandate of the Industrial Advisory Board.

#### **Article 1.**

##### **Character of the Industrial Advisory Board**

1. The character of the Industrial Advisory Board (hereinafter IAB), established by the Statute of the "Ukshin Hoti" University in Prizren (hereinafter UHUP) and this Regulation, *is a Non-Profit and Counseling* and is based on goodwill of members and the commitment of academic units (hereinafter AU) and UHUP to enhance the quality of Higher Education in the field of AU activity.
2. The IAB is composed of representatives of the labor market and the authorities from the scope of the relevant AU, and representatives of the relevant AU students.
3. IAB members (except ex-officio members, and those previously hired) may not be engaged as advisers to the AU after being nominated as IAB members.
4. Any IAB member (labor market representative) who serves in IAB, AU, will sign a Memorandum of Understanding, thereby ensuring his/her readiness to volunteering at IAB on a voluntary basis, without expecting any remuneration, eliminating conflicts of interest and maintaining confidentiality of information.
5. The establishment of the IAB in each of the UHUP academic units, is obligatory to ensure that study programs are in line with labor market requirements and monitor the performance outcomes of the proposed study programs to graduates of these programs.
6. The composition and activities of the IAB are published on the UHUP website in the AU's link. Each AU of UHUP should develop a separate link on the AU website to publish the activities of the IAB.

## **Article 2.**

### **Establishment of IAB**

1. The IAB shall be established by the relevant AU upon the proposal of the Dean.
2. AU Deans propose IAB members whose appointment is approved by the AU Council.
3. The Dean of AU prepares the constitutive meeting of the IAB, compiles the agenda-related materials, and undertakes other activities to support the work of the IAB's.
4. Following the constitution of the IAB and the election of the IAB Chair/President, other members may be proposed from IAB. The Dean shall inform the Council of AU of their selection.

## **Article 3.**

### **Members of IAB**

1. IAB may have a minimum of 11 (eleven) members up to a maximum of 17 (seventeen) members. Number of members must be odd and at least 65% of IAB members must be from the labor market.
2. The IAB consists of labor market representatives who are leading/decision makers in private or public companies as well as representatives of government authorities relevant to the relevant AU field, and a student enrolled in AU, with distinguished academic success, and at least be in the third semester of studies.
3. The *ex-officio* members of the IAB are the Dean, Vice Deans and the Secretary of the AU, as well as may be a representative from the University or one of the faculties of similar scope. The IAB may have no more than 4 (four) ex-officio members who are part of the IAB, without the right to vote.
4. All interested members should be committed to serving actively and professional in accordance with their mandate and position in the IAB for at least two years.
5. IAB members must be loyal to the UHUP mission, be enthusiastic about contributing to the AU on a voluntary basis, have personal and professional integrity, be accountable, have knowledge and skills in the field of AU study programs, accordingly, have access to sources of information that are of benefit to AU; to offer you feedback on labor market requirements, share their experiences and express interest in developing new programs.

## **Article 4**

### **Structures of IAB**

1. The IAB shall elect the Chairperson and the Deputy Chairperson from among its job market representatives. The IAB Chair conducts meetings and ensures that meeting information is disseminated to all its members and other stakeholders as needed.

2. The IAB Chairperson represents the IAB in relation to the third party. In the absence of the Chairperson, the Deputy Chairperson assumes the representation of the IAB.
3. The IAB Chair presents the work of the IAB in various organizations, such as: Council of AU, higher education institutions at home and abroad, thematic workshops etc.
4. The term of office of the Chairperson of the IAB is 2 (two) years, with the possibility of re-election in the second term. The Chairperson may serve only in 2 (two) year terms.
5. The term of office of the Vice-President of the IAB is 3 (three) years. The Vice President may serve only one term.
6. The IAB may set up working groups focusing on specific areas of the relevant scope of the relevant labor market of AU.
7. Depending on the topics for discussion, heads of departments and representatives of relevant bodies operating within the AU may be invited to IAB meetings without the right to vote.

## **Article 5**

### **Procedure for the selection of IAB structures**

1. The election of the President and the Vice-President shall be done by secret ballot.
2. It is created a commission of 3 members of IAB, two members who are not interested in nomination and secretary. If all IAB members are nominated then the committee may consist of: Dean, Vice-Dean and Secretary.
3. IAB members can nominate themselves or another member who wants to be nominated.
4. Nomination is made by completing the nomination form (Appendix I.) containing: the name of the person, the reason why you are nominating him/her, how they will contribute to IAB, and the qualities of the nominated person.
5. The completed nomination form must be sent by official letter or e-mail to the Dean of AU, 3 days before the selection meeting.
6. At the selection meeting, there must be at least 50% +1 of voting members who have signed a memorandum of understanding with the respective AU.
7. The respective AU secretary prepares the ballots with the names of all nominated members.
8. All members present vote only for one nominated member.
9. The commission counts and announces the votes of the members.
10. The nominated member who receives the largest number of votes is elected IAB Chairman, while the second member in the number of votes is elected deputy Chairman.

11. If two or more members have an equal number of votes, then the voting is repeated by voting only with members having an equal number of votes.

## **Article 6**

### **The role and responsibilities of IAB members**

1. IAB may suggest to the AU Council the updating of study programs ensuring that students receive the appropriate professional preparation in accordance with market requirements.
2. IAB members can support the realization of AU professional student practice in accordance with study programs and can evaluate student learning outcomes, if required.
3. The Advisory Council supports the AU and the labor market in their respective activities in the creation of joint working groups.
4. Advisory bodies and AU cooperate in scientific research, professional services, project collaborations, innovation mediation, and in collaborative project proposals with AU and other partners.
5. IAB members can be the guest speaker for the respective AU, provide student scholarships as well as financial support for research projects of students and academic staff.
6. IAB members may be members of the student scholarship distribution committee and /or evaluate student achievement if required by the Academic Unit.
7. IAB may also consider other issues proposed by the Dean depending on the activity of the AU.

## **Article 7.**

### **Organizing IAB meetings**

1. The IAB in the academic unit should hold meetings as needed, but not less than 2 (two) meetings per year.
2. To hold the meeting there must be a quorum, more than half of IAB members must be present.
3. Meetings may be called by any member of the IAB by sending a written request (e-mail) to the Chairman of the TC and specifying the matter to which the meeting is called.
4. The IAB chairman, after consulting with the Dean of AU, calls the IAB meeting.
5. If the chairperson fails to organize the IAB meetings and/or is absent from two consecutive meetings then the IAB must announce the chairperson election.
6. The date and venue of each meeting should be indicated and the agenda of the meeting should be provided and distributed to all IAB members at least 7 days prior to the date on which the meeting is to be held.
7. The invitation for the IAB meeting must be sent by the AU Secretary on behalf of the IAB Chairperson.

8. IAB chairperson in cooperation with the Dean of AU, report to the office for quality assurance of the UHUP Rectorate for the meetings held.
9. Minutes, lists and decisions taken by IAB should be kept for each meeting.
10. To ensure the running of the IAB meetings, the Dean of the AU appoints the Secretary of the AU, who, in addition to being a member, will also be responsible for providing support to the Chairperson of the IAB.
11. The AU Secretary is responsible for organizing IAB meetings, oversees the collection of IAB academic unit work reports, archives of documents and decisions, operationalization of its initiatives, publication of IAB activities in the UHUP web site in the AU link, and other activities that are considered necessary to operationalize IAB and promote the work of IAB.

## **Article 8**

### **IAB Proposals**

12. The IAB may suggest modification, correction, and amending the UHUP Regulations and other applicable acts.
13. The IAB may propose to the Council of AU programs relating to: lifelong learning, adult training and vocational training.
14. IAB makes assessments, recommendations and suggestions regarding working conditions, laboratories and facilitating work functionality.
15. IAB's advice and suggestions on issues addressed will be addressed to the AU Council, the UHUP Senate, the management and the UHUP Governing Board, in the context of: designing new programs, applying for process accreditation, assignment of practical work, planning of research projects, their evaluation, drafting of strategic documents, etc.

## **Article 9.**

### **Approval of IAB proposals**

1. Proposals at the IAB are made by a simple majority of members present.
2. Recommendations in the form of a proposal are submitted to the AU Council for further proceeding.
3. The AU Council must consider requests and proposals for changes to academic programs or new programs and return a reasoned response to the decision of the Chairperson within 30 days.

## **Article 10**

### **Mandate of IAB members**

1. The mandate of the IAB members is 2 (two) years, with the possibility of reelection for another term, based on the interest of the members and the contribution given to the AUs.

2. IAB membership is open regardless of race, gender, sexual orientation, citizenship, nationality, religion, age or physical ability.
3. At the invitation of the Dean, the Chairperson of IAB may present before the Council of AU and before Kosovo Accreditation Agency (KAA) IAB activities for the specified period, or requirements for new study programs or improvement of existing programs.
4. In the case of accreditation and re-accreditation of study programs, if the Kosovo Accreditation Agency (KAA) requests a meeting with the Chairperson of the IAB, the Chairperson of the IAB will meet with the KAA experts after consultation with management of AU.
5. The term of office of IAB members established by the regulation adopted on 29.12.2014 shall remain 4 (four) years, with the possibility of re-election for another term of 2 (two) years.

### **Article 11.**

#### **Termination or suspension of IAB members**

1. The term of office of members may be terminated or suspended by the IAB decision if:
  - do not respect the decisions of the University.
  - do not actively participate in the work of the IAB,
  - missing from 2 (two) consecutive meetings
  - do not comply with the provisions of this regulation and other UHUP regulations,
  - do not comply with the University Code of Ethics,
  - do not respect the decisions of the IAB
2. In the event of a suspension, the duration of the suspension shall be determined by IAB members.
3. Termination or suspension of IAB membership shall be decided by a simple majority of the votes of the members of the IAB present.

### **Article 12**

1. Instructions on the operation of this regulation are issued by the respective Academic Unit.
2. This regulation shall enter into force 7 days after the signature by the Chairperson of the UHUP Senate.

Chairperson of the UPZ Senate

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Prof. asoc. dr. Ismet Temaj

## Appendix 1. Nomination Form for the Chairperson of the Industrial Advisory Board

 University "Ukshin Hoti" Prizren <b>The nomination form for the Chair of the Advisory Board</b>	
Name of IAB member	
Name of nominated member	
Nominee member quality	
Reason for nomination - How can this member contribute to IAB:	



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**Regulation on the Establishment and Functioning Principles of the Industrial Advisory Board of the Academic Units of the University "Ukshin Hoti" Prizren;**

**Purpose of the Industrial Advisory Board**

The purpose of establishing the Industrial Advisory Board is to cooperate and interact with academic units and the industrial community. This regulation defines the character, membership, functioning, scope, decision-making and mandate of the Industrial Advisory Board.

**Article 1.**

**Character of the Industrial Advisory Board**

7. The character of the Industrial Advisory Board (hereinafter IAB), established by the Statute of the "Ukshin Hoti" University in Prizren (hereinafter UHUP) and this Regulation, *is a Non-Profit and Counseling* and is based on goodwill of members and the commitment of academic units (hereinafter AU) and UHUP to enhance the quality of Higher Education in the field of AU activity.
8. The IAB is composed of representatives of the labor market and the authorities from the scope of the relevant AU, and representatives of the relevant AU students.
9. IAB members (except ex-officio members, and those previously hired) may not be engaged as advisers to the AU after being nominated as IAB members.
10. Any IAB member (labor market representative) who serves in IAB, AU, will sign a Memorandum of Understanding, thereby ensuring his/her readiness to volunteering at IAB on a voluntary basis, without expecting any remuneration, eliminating conflicts of interest and maintaining confidentiality of information.
11. The establishment of the IAB in each of the UHUP academic units, is obligatory to ensure that study programs are in line with labor market requirements and monitor the performance outcomes of the proposed study programs to graduates of these programs.
12. The composition and activities of the IAB are published on the UHUP website in the AU's link. Each AU of UHUP should develop a separate link on the AU website to publish the activities of the IAB.

## **Article 2.**

### **Establishment of IAB**

1. The IAB shall be established by the relevant AU upon the proposal of the Dean.
2. AU Deans propose IAB members whose appointment is approved by the AU Council.
3. The Dean of AU prepares the constitutive meeting of the IAB, compiles the agenda-related materials, and undertakes other activities to support the work of the IAB's.
4. Following the constitution of the IAB and the election of the IAB Chair/President, other members may be proposed from IAB. The Dean shall inform the Council of AU of their selection.

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### **Members of IAB**

6. IAB may have a minimum of 11 (eleven) members up to a maximum of 17 (seventeen) members. Number of members must be odd and at least 65% of IAB members must be from the labor market.
7. The IAB consists of labor market representatives who are leading/decision makers in private or public companies as well as representatives of government authorities relevant to the relevant AU field, and a student enrolled in AU, with distinguished academic success, and at least be in the third semester of studies.
8. The *ex-officio* members of the IAB are the Dean, Vice Deans and the Secretary of the AU, as well as may be a representative from the University or one of the faculties of similar scope. The IAB may have no more than 4 (four) ex-officio members who are part of the IAB, without the right to vote.
9. All interested members should be committed to serving actively and professional in accordance with their mandate and position in the IAB for at least two years.
10. IAB members must be loyal to the UHUP mission, be enthusiastic about contributing to the AU on a voluntary basis, have personal and professional integrity, be accountable, have knowledge and skills in the field of AU study programs, accordingly, have access to sources of information that are of benefit to AU; to offer you feedback on labor market requirements, share their experiences and express interest in developing new programs.

## **Article 4**

### **Structures of IAB**

8. The IAB shall elect the Chairperson and the Deputy Chairperson from among its job market representatives. The IAB Chair conducts meetings and ensures that meeting information is disseminated to all its members and other stakeholders as needed.
9. The IAB Chairperson represents the IAB in relation to the third party. In the absence of the Chairperson, the Deputy Chairperson assumes the representation of the IAB.

10. The IAB Chair presents the work of the IAB in various organizations, such as: Council of AU, higher education institutions at home and abroad, thematic workshops etc.
11. The term of office of the Chairperson of the IAB is 2 (two) years, with the possibility of re-election in the second term. The Chairperson may serve only in 2 (two) year terms.
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14. Depending on the topics for discussion, heads of departments and representatives of relevant bodies operating within the AU may be invited to IAB meetings without the right to vote.

## **Article 5**

### **Procedure for the selection of IAB structures**

12. The election of the President and the Vice-President shall be done by secret ballot.
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15. Nomination is made by completing the nomination form (Appendix I.) containing: the name of the person, the reason why you are nominating him/her, how they will contribute to IAB, and the qualities of the nominated person.
16. The completed nomination form must be sent by official letter or e-mail to the Dean of AU, 3 days before the selection meeting.
17. At the selection meeting, there must be at least 50% +1 of voting members who have signed a memorandum of understanding with the respective AU.
18. The respective AU secretary prepares the ballots with the names of all nominated members.
19. All members present vote only for one nominated member.
20. The commission counts and announces the votes of the members.
21. The nominated member who receives the largest number of votes is elected IAB Chairman, while the second member in the number of votes is elected deputy Chairman.
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8. IAB may suggest to the AU Council the updating of study programs ensuring that students receive the appropriate professional preparation in accordance with market requirements.
9. IAB members can support the realization of AU professional student practice in accordance with study programs and can evaluate student learning outcomes, if required.
10. The Advisory Council supports the AU and the labor market in their respective activities in the creation of joint working groups.
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14. IAB may also consider other issues proposed by the Dean depending on the activity of the AU.

## **Article 7.**

### **Organizing IAB meetings**

16. The IAB in the academic unit should hold meetings as needed, but not less than 2 (two) meetings per year.
17. To hold the meeting there must be a quorum, more than half of IAB members must be present.
18. Meetings may be called by any member of the IAB by sending a written request (e-mail) to the Chairman of the TC and specifying the matter to which the meeting is called.
19. The IAB chairman, after consulting with the Dean of AU, calls the IAB meeting.
20. If the chairperson fails to organize the IAB meetings and/or is absent from two consecutive meetings then the IAB must announce the chairperson election.
21. The date and venue of each meeting should be indicated and the agenda of the meeting should be provided and distributed to all IAB members at least 7 days prior to the date on which the meeting is to be held.
22. The invitation for the IAB meeting must be sent by the AU Secretary on behalf of the IAB Chairperson.
23. IAB chairperson in cooperation with the Dean of AU, report to the office for quality assurance of the UHUP Rectorate for the meetings held.
24. Minutes, lists and decisions taken by IAB should be kept for each meeting.

25. To ensure the running of the IAB meetings, the Dean of the AU appoints the Secretary of the AU, who, in addition to being a member, will also be responsible for providing support to the Chairperson of the IAB.
26. The AU Secretary is responsible for organizing IAB meetings, oversees the collection of IAB academic unit work reports, archives of documents and decisions, operationalization of its initiatives, publication of IAB activities in the UHUP web site in the AU link, and other activities that are considered necessary to operationalize IAB and promote the work of IAB.

## **Article 8**

### **IAB Proposals**

27. The IAB may suggest modification, correction, and amending the UHUP Regulations and other applicable acts.
28. The IAB may propose to the Council of AU programs relating to: lifelong learning, adult training and vocational training.
29. IAB makes assessments, recommendations and suggestions regarding working conditions, laboratories and facilitating work functionality.
30. IAB's advice and suggestions on issues addressed will be addressed to the AU Council, the UHUP Senate, the management and the UHUP Governing Board, in the context of: designing new programs, applying for process accreditation, assignment of practical work, planning of research projects, their evaluation, drafting of strategic documents, etc.

## **Article 9.**

### **Approval of IAB proposals**

4. Proposals at the IAB are made by a simple majority of members present.
5. Recommendations in the form of a proposal are submitted to the AU Council for further proceeding.
6. The AU Council must consider requests and proposals for changes to academic programs or new programs and return a reasoned response to the decision of the Chairperson within 30 days.

## **Article 10**

### **Mandate of IAB members**

6. The mandate of the IAB members is 2 (two) years, with the possibility of reelection for another term, based on the interest of the members and the contribution given to the AUs.
7. IAB membership is open regardless of race, gender, sexual orientation, citizenship, nationality, religion, age or physical ability.

8. At the invitation of the Dean, the Chairperson of IAB may present before the Council of AU and before Kosovo Accreditation Agency (KAA) IAB activities for the specified period, or requirements for new study programs or improvement of existing programs.
9. In the case of accreditation and re-accreditation of study programs, if the Kosovo Accreditation Agency (KAA) requests a meeting with the Chairperson of the IAB, the Chairperson of the IAB will meet with the KAA experts after consultation with management of AU.
10. The term of office of IAB members established by the regulation adopted on 29.12.2014 shall remain 4 (four) years, with the possibility of re-election for another term of 2 (two) years.

### **Article 11.**

#### **Termination or suspension of IAB members**

1. The term of office of members may be terminated or suspended by the IAB decision if:
  - do not respect the decisions of the University.
  - do not actively participate in the work of the IAB,
  - missing from 2 (two) consecutive meetings
  - do not comply with the provisions of this regulation and other UHUP regulations,
  - do not comply with the University Code of Ethics,
  - do not respect the decisions of the IAB
2. In the event of a suspension, the duration of the suspension shall be determined by IAB members.
3. Termination or suspension of IAB membership shall be decided by a simple majority of the votes of the members of the IAB present.

### **Article 12**

1. Instructions on the operation of this regulation are issued by the respective Academic Unit.
2. This regulation shall enter into force 7 days after the signature by the Chairperson of the UHUP Senate.

Chairperson of the UPZ Senate

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Prof. asoc. dr. Ismet Temaj

## Appendix 1. Nomination Form for the Chairperson of the Industrial Advisory Board

 <b>University “Ukshin Hoti” Prizren</b> <b>The nomination form for the Chair of the Advisory Board</b>	
Name of IAB member	
Name of nominated member	
Nominee member quality	
Reason for nomination - How can this member contribute to IAB:	