

Alma College Alumni Board

Presidential Charge

The Alumni Board of Alma College exists to provide expertise, advice and support to the Advancement Office regarding its vision, goals and plans for the future. The Alumni Board will provide additional intellectual and human resources to the President and the college as needed to meet the demands of education in a rapidly changing and highly competitive market. Members will serve as exemplars for alumni engagement, service, and giving and will use their intellect, experience, and perspective as alumni leaders to assist Alma College in adapting its plans and programs to meet the demands of the future.

The Alma College Alumni Board Serves to:

- Provide opportunities for engaged alumni to serve the college;
- Support the strategic goals of the institution;
- Help in increasing alumni engagement;
- Aid in the advancement of the college;
- Give of their time, talents and resources to further the efforts of the college;
- Partner with the Advancement Office, Parent Board, Student Alumni Association, and Board of Trustees;
- Serve as a resource to Alma College, the Advancement Office, the board, and other alumni;
- Be exemplars of the ideal engagement of our constituents.

Board Membership

The Alumni Board consists of no more than thirty (30) members, each elected for a three-year term. Following a three-year term on the Alumni Board, a member may choose to continue for an additional three-year term. Members must leave the board after two terms; however, they may reapply for additional rounds of service on the Alumni Board after a minimum of a one year hiatus.

Ex-officio members of the Alumni Board shall include the Director of Alumni and Family Engagement, the Associate Director of Alumni and Family Engagement, the President of the Student Alumni Association and other members of the college community deemed appropriate by the Alumni Board's Executive Committee.

The Alma College Alumni Board meets three times per year (fall, winter, spring) and it is expected that members are in attendance. If they are not able to attend they should contact the President of the Alumni Board and the Director of Alumni and Family Engagement. The Advancement Office will make accommodations for Alumni Board members to participate remotely in case of occasional, extenuating circumstances (e.g. inclement weather). In such cases, remote participation will be included in attendance considerations.

Membership Expectations

Alumni Board membership is a privilege, and it is expected that members:

- Are alumni of Alma College;
- Serve as liaisons between alumni and the college, seeking feedback on others' experiences and relaying that feedback to the Advancement Office;
- Aid in the planning and execution of alumni events, including Homecoming;
- Take on a leadership role in the planning of one engagement event per year;
- Refer at least three prospective student and/or Alma Ambassadors per year;
- Include Alma College as one of their top two philanthropic priorities and make a gift each year that is commensurate with his/her abilities (it is an expectation that there will be 100 percent participation in the Annual Fund);
- Encourage fellow alumni to support the college through giving and engagement;
- Speak positively about the college's goals and direction along with their own Alma experience;
- Remain actively engaged between meetings by attending events, staying up-to-date with college happenings, and responding to communication from the Advancement Office.

Executive Committee

- The members of the Executive Committee shall consist of the President, Vice-President, immediate Past President, and Secretary of the Alumni Board.
- The Executive Committee is responsible for:
 - Overall guidance and direction of the Alumni Board in partnership with the Director of Alumni and Family Engagement.
 - Linking Alumni Board activity with the college's goals and objectives and assuring ongoing communication between members.
 - Measuring the overall effectiveness of the Alumni Board and its committees and making recommendations where needed.
 - Reviewing Alumni Board demographics and ensuring that membership reflects alumni diversity.
 - Clarifying expectations of members and officers regarding commitment, length of service, attendance, etc.

Member Committees

- Alumni Board members are asked to participate in a minimum of one committee per year. Each committee will include at least three Alumni Board members, but may include any non-members the group deems appropriate. Alumni Board President, Senior Director of Alumni and Family Engagement and Associate Director of Alumni and Family Engagement will serve as ex-officio members of each committee.
- The committees include, but are not limited to:

- Executive Committee
 - Student Engagement
 - Career and Professional Development
 - Admissions and Recruitment
 - Awards and Membership
- Committee Descriptions
 - Student Engagement - Serve as an advisory group for the Center for Student Development, Office of Student Life, and Athletics. Serve as lead alumni volunteers for campus events, programs, and activities. Recruit alumni to participate in the campus involvement branch of the Alma Ambassador Program. Director of Center for Student Opportunity or their delegate, Director of Campus Life or their delegate, Associate Director of Athletics or their delegate, and one representative from the Student Alumni Association will serve as ex-officio members of the committee.
 - Career & Professional Development - Serve as an advisory group for the Career Development Office, providing consultation on career development programs and services. Assist Career Development Office with career exploration and networking opportunities for both students and fellow alumni while also developing and sustaining networking and access to employers and graduate schools. Serve as lead volunteers for on-campus, off-campus, and on-line career development programs. Recruit alumni to participate in the career and internship branch of the Alma Ambassador Program. Director of Student Career Coaching and/or Director of Employer Outreach along with one representative of the Student Alumni Association will serve as ex-officio members of the Career and Internship Committee.
 - Admissions & Recruitment
 Serve as an advisory group to the Admissions Office. Serve as lead volunteers for on-campus and off-campus admissions events. Recruit alumni to participate in admissions branch of the Alma Ambassador Program (e.g. student referral program, recruitment events, alumni profiles). Director of Admission or their designee and one representative from the Student Alumni Association will serve as ex-officio member of the Admissions & Recruitment Committee.
 - Awards & Membership
 Identify and recruit future members to the Alumni Board, working to ensure Board membership reflects the full scope and diversity of the college's alumni. In conjunction with the Advancement Office, identify candidates for each of the annual alumni awards. Propose slate of candidates for full board consideration and recommendation to the President's Office no later than April each year. Alumni Board Secretary will serve as chair of the Awards & Membership Committee.

- Each committee is charged with the following:
 - Building relationships with campus partners in their area.
 - Developing and meeting 3 goals per year with direction from the Director of Alumni and Family Engagement and the President of the Alumni Board.
 - Regularly communicating with and updating the Director of Alumni and Family Engagement and the Alumni Board Executive Committee.
 - Tracking metrics and measurements of their progress.
 - Reporting progress at each Alumni Board meeting.

Revised January 27, 2018