

## ALUMNI ASSOCIATION BOARD MEMBERSHIP AGREEMENT

### Our Mission:

To cultivate, preserve and perpetuate the University's ideals and traditions so as to enhance its prestige as an institution of higher learning; strengthen ties between the University, alumni and the community in order to promote educational and physical growth.

### The Alumni Association:

- Provides and promotes opportunities for volunteer engagement, professional association, career development, leadership, and fellowship among alumni
- Serves as the gateway for alumni to stay connected to the University
- Supports students through scholarship programs and networking opportunities
- Encourages alumni to contribute their time, talent, and financial support to Southeastern
- Advocates for the overall community and the University on issues of mutual interest
- Communicates needs and news, and celebrates the innovative accomplishments of Southeastern and its alumni

### The Alumni Board of Directors:

The members of the Board of Directors are representatives of the entire alumni base. Their job is to assist in promoting the mission of the Association in tandem with that of the University. They promote pride, help in student recruitment efforts, act as mentors, preserve traditions of the University for prosperity, and encourage active membership in the Association.

### Qualifications:

The following are qualifications desired in Board Members, but not limited to:

- Be a dues paying member in good standing
- Demonstrated involvement, support, and commitment to Southeastern Louisiana University
- Ability and willingness to give time and resources to support the Association
- Ability to effectively collaborate in a team environment
- Effective verbal and written communication
- Personal interest in Southeastern Louisiana University, our students, our alumni, and our community

### Duties and Expectations of Board Members:

- Remain knowledgeable and current about Southeastern Louisiana University and the Office of Alumni Relations. Read monthly emails and visit the website periodically to stay current on activities and initiatives. Also, have a thorough understanding of Southeastern's mission.
- Serve as a resource to the Office of Alumni Relations in identifying reunion volunteers, regional contacts, potential board members, and other alumni volunteers based on current needs/priorities
- Serve as an alumni ambassador to all alumni in your local area. Attend alumni programs in your area at a minimum of 2-3 times per year
- Provide insight into the formulation of Association policies and guidelines, fiscal management, program objectives, and annual goals by serving on one committee of the board of directors
- Initiate contacts on behalf of the University to promote stewardship, fundraising, and alumni engagement activities
- Support Southeastern initiatives by establishing and maintaining positive relationships with your elected representatives in the Louisiana Legislature and members of the Board of Regents
- Be prepared for discussion by reviewing the agenda and all supporting materials prior to board or committee meetings
- Provide input and be a responsible voting member
- Follow code of ethics, conflict of interest, and confidentiality policies

- Be prepared to cover the costs of their travel and accommodations for board meetings and campus events
- Fulfill other duties as assigned

### **How are board members selected?**

The Alumni Association Board has an annual nomination process where members of the university community may nominate alumni to the board. Interested individuals may also self-nominate. A nomination form and professional summary/resume are submitted for review by the Nominating Committee of the Alumni Association Board. The Nominating Committee selection process focuses on current board representative's needs (e.g., regional, decade, gender, college representation, etc.) as well as candidate's level of volunteer experience for both Southeastern and other organizations, consistency of giving to Southeastern, and ability to contribute to the overall Alumni Association Board mission.

### **Recruitment for Board Membership:**

- Prospective candidates will receive a recruitment package from the Southeastern Office of Alumni Relations
- Prospective board members wishing to be considered will return completed recruitment package to the Southeastern Office of Alumni Relations no later than April 6, 2018
- The Executive Director of Alumni Relations will respond to any questions and provide further in-depth information on board service and expectations
- The members shall be elected by a majority vote of the voting membership of the Association by mailed secret ballot
- The Executive Director of Alumni Relations will notify all board candidates in writing after the selection and assist with the transition to board membership orientation at the June meeting

### **Officers and Duration of Terms:**

- The Board of Directors shall consist of the officers of the Association (President, Vice President, Secretary and Treasurer), eight members-at-large and two members appointed by the President of the Alumni Association
- The term of office for the President and Vice President shall be for a one year period following their installation for office. The term of Secretary and Treasurer will be for a two-year period.
- A candidate for Vice President (who also serves as President-Elect) shall have served at least one term on the Board of Directors
- The eight members-at-large of the Board of Directors shall be elected by a majority vote of the voting membership of the Association and shall serve for two-year staggered terms: four members elected during the even-numbered years, and four members elected during the odd-numbered years.
- The appointed members shall serve one-year terms concurrent with the term of the President
- Members may serve for unlimited terms as long as there are no consecutive terms.

### **Additional Board Member best practices:**

- Become a representative and a spokesperson in the community for Southeastern
- Be familiar with the programs and activities sponsored, organized, and coordinated by the Alumni Association
- Assist the University and the Office of Alumni Relations in identifying and implementing programs that will enhance the alumni experience
- Offer ideas to help make the Alumni Association more meaningful to the alumni constituency
- Support and encourage constituent support of the financial needs of the University's mission
- Attend University-wide or alumni events that support the mission of the Southeastern Alumni Association – on campus or in your area, as your schedule allows
- Volunteer at events
- Identify highly qualified candidates and nominate those who will bring strength to the board
- Encourage fellow alumni to support the Alumni Association through participation in its programs and services