



## **ALUMNI ASSOCIATION BOARD MEMBERSHIP AGREEMENT 2024**

### **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
- Celebrates the 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 posterity, and encourage active participation in the Association.

### **Qualifications:**

To serve as a Board Member, the following qualifications are desired:

- Be a degree-holding graduate of Southeastern Louisiana University
- 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:**

To serve as a Board Member, one is required to:

- Attend regularly scheduled board meetings, either in-person or virtually. If a Board Member misses three regular board meetings per fiscal year, the Executive Committee may recommend their removal, and the President may appoint a successor for the unexpired term, approved by majority vote of the Board of Directors of the Association.
- Obtain one donation of \$500 to the Alumni Association during their respective term, which can be fulfilled in one of or a combination of the following ways:
  - a. Personal donation made via cash, check, or online gift
  - b. Corporate match and/or sponsorship
  - c. Garnering a donation from a new donor

- Remain knowledgeable and current about Southeastern Louisiana University and the Office of Alumni Relations and have a thorough understanding of the Alumni Association's mission.
- Serve as a resource to the Office of Alumni Relations in identifying volunteers, regional contacts, potential board members, and other alumni based on current needs/priorities.
- Serve as an ambassador to all alumni in your local area and 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 at least one committee
- Initiate contacts on behalf of the University to promote stewardship, fundraising, and alumni engagement activities.
- Support Southeastern initiatives in the Louisiana Legislature by establishing and maintaining positive relationships with your elected representatives 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 travel and accommodations for board meetings and campus events, if necessary.
- Fulfill all other duties as assigned.

### **How are Board Members selected?**

The Alumni Association Board's annual nomination process occurs during the first quarter of the calendar year. Members of the university community may nominate degree-holding graduates. 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, age, 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 board members wishing to be considered will return completed materials to the Southeastern Office of Alumni Relations no later than March 15, 2023.
- The 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 current Board of Directors of the Association.
- The 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, President-Elect, 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 President-Elect shall be for a one-year period following their installation for office.
- The Secretary and Treasurer will serve two-year staggered terms, with the Secretary being elected in each odd year and the Treasurer being elected in each even year.

- A candidate for President-Elect shall have served at least one term on the Board of Directors.
- At-large members shall serve two-year terms. The eight members shall consist of four members who are elected during the even-numbered years, and four members who are elected during the odd-numbered years. The President of the Board may appoint two members to the Board, who shall serve one-year terms, concurrent with the term of that President.

**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.