

## **BOARD ROLES AND RESPONSIBILITIES**

### **MISSION STATEMENT** – *from the Bylaws*

“The Fairfield University Alumni Association engages and supports alumni while fostering lifelong relationships with the University community in the Jesuit tradition.”

### **BOARD CHARGE**

The Alumni Association Board of Directors establishes the overall strategic direction of the Alumni Association and provides support to the Office of Alumni Relations, for the development of programs and services for alumni, parents, and friends.

### **Membership**

Members of the Alumni Association Board of Directors are alumni selected based on demonstrated involvement, support, and commitment to Fairfield University’s mission. The governance/nominations committee will ensure the Board has the optimal mix of skills, expertise and diversity of backgrounds.

### **EXPECTATIONS AND RESPONSIBILITIES:**

- Serve a three-year term (renewable once, provided the member has fulfilled the expected responsibilities of the position)
- Be knowledgeable about the University’s current programs and future vision
- Serve as an ambassador for the Alumni Association and Fairfield University
- Encourage attendance at University/Alumni events and personally attend three events per semester
- Attend and participate in all Alumni Association Board meetings and conference calls, and actively contribute to the discussion of issues

- Be personally responsible for transportation and lodging costs associated with Board meetings and events
- Support the University's efforts to increase alumni participation
- Make an annual gift to the University based on personal ability
- Represent the Alumni Association in a positive and professional manner at all times
- Identify, recruit, and involve other alumni, parents, and friends as Fairfield University volunteers.

## **ROLES**

---

### **PRESIDENT**

- Serve as the chief executive officer of the Alumni Association and preside over all meetings of the Board of Directors.
- Convene the full board, no less than 3 times a year
- Distribute meeting agendas and supporting material in advance of full Board meetings.
- Provide leadership to, and direct the activities of, the Board of Directors and the Alumni Association.
- Communicate to the Board of Directors between and prior to scheduled meetings to keep the Board informed of all issues and/or general information that helps Board members in their roles.
- Serve as the official representative of the Alumni Association on or at all applicable University committees and/or events or if unavailable, to designate a representative
- Ensure Committee Chairs, Task Forces, and liaisons fulfill their stated responsibilities or designate another committee member to fulfill this role.
- Hold monthly meetings with the Office of Alumni Relations.

**PRESIDENT-ELECT**

- In the absence of the President, the Present-Elect shall assume the responsibilities of the President

**VICE PRESIDENT**

- Assist the President and perform such duties as may be assigned by the President. In the absence of the President and President-Elect, will assume the duties of the President in accordance with the bylaws.

**SECRETARY**

- Responsible for ensuring minutes are prepared and distributed for Board of Directors meetings within two weeks of a meeting.
- Responsible for maintaining a record of all action, including votes, taken by the Board of Directors