

# **Fitchburg State Alumni Association Board Member Job Description**

Position Title: Member of the Alumni Association Board of Directors

Length of Term: Three year terms; eligibility for three consecutive terms (unexpired terms available as they arise to fill vacant positions)

Reports To: Alumni Association membership; Executive Board

A board member supports the University and its students by fostering opportunities for strong alumni participation and engagement, educational enrichment activities, philanthropy, and building strong student-alumni relations. The role of a board member centers on serving as an ambassador for the University, supporting the roles for the association in the University community

- Promoting the educational, professional, social and economic interests of the University.
- Striving to form close bonds among alumni, former students, current students, faculty, staff and the local community.
- Engaging alumni in increasing numbers to participate through personal involvement and/or financial support of the University

Responsibilities:

- Understand and promote the organization's mission of engagement
- Facilitate opportunities for fellow Alumni Association members to become involved with the University, aligned with the University's strategic priorities
- Represent alumni interest in the University community and advocate for opportunities for alumni representation and involvement across the institution
- Actively serve as a member of at least one standing committee of the Board
- Strategic planning of alumni engagement activities including determining prioritization
- Identify and suggest strategic engagement to Alumni & Development staff for unengaged alumni and offer to take on special assignments aligned with Board priorities
- Mentor fellow Board members, especially new members, on the duties and responsibilities
- Attend appropriate committee meetings and calls
- Review agenda and supporting documents prior to meetings
- Strictly adhere to Board by-laws and University policies
- Strictly adhere to guidelines established by the Committee to govern its work
- Directors are encouraged to make an annual gift "commensurate or significant according to your circumstance" to the Fitchburg State Foundation in order to achieve 100% board giving

Time Demands (approximate):

- Attend and actively participate in quarterly Board of Director meetings
- Attend and actively participate in at least 75% of committee meetings and/or calls
- Actively participate in the alumni identification research throughout the year
- Attend special events such as engagement events planned by the Board or the University
- Meet with Alumni & Development staff as necessary through the work of the Board or committee involvement