



THE ALUMNI SOCIETY ADVISORY BOARD OPERATING GUIDELINES

Alumni Society Origins, Purpose and Mission

In 1947, The University of Scranton established an Alumni Society for the purpose of promoting closer and more beneficial relationships between the University and its alumni. All undergraduate and graduate alumni are members in the Alumni Society. Students may participate in Alumni Society activities when appropriate as members of the Future Alumni Network of Scranton (FANS).

Through its Alumni Society, The University of Scranton intends to foster, among other things:

- Alumni engagement in the University's educational mission
- Promotion of the University as a preferred school of choice
- Professional development opportunities for students and all graduates
- Philanthropic investment in the University
- Public appreciation for The University of Scranton as a leading Jesuit, Catholic institution of higher education

The Alumni Society Advisory Board

Purpose

The Advisory Board serves the University as a dedicated, diverse group of alumni spokespersons and representatives who seek to partner with alumni engagement staff in expanding alumni engagement opportunities and increasing alumni participation in existing programs.

Membership

Members are appointed following an application process. Appointments to the Board are decided upon collaboratively by both University staff and designated current Board members. All University of Scranton alumni in good standing shall be eligible to be members of the Board.

The number of Board members may vary from time to time based on the needs of the University. However, it is expected that the Board will have no

more than thirty (30) and no fewer than fifteen (15) members. Members serve for a two (2) year term and may stand for re-appointment for a total of two consecutive (2) terms.

Responsibilities

Responsibility for developing alumni engagement programs rests primarily with University staff. Responsibility for representing the Alumni Society as such programs are developed rests primarily with the Alumni Society Advisory Board. As such, the Board bears responsibilities to ensure that the interests of all alumni are well understood and communicated effectively to University staff. Correspondingly, the Board bears responsibilities to ensure that the University's mission and alumni engagement goals are communicated effectively and promoted well among the alumni community.

In order to fulfill these responsibilities, the Board is aligned to the University Advancement Division, operating as a volunteer sector of the alumni engagement department.

For a detailed description of expectations, please review the *Board Member Volunteer Role Description*.

Board Leadership

Board operations and meetings will be led in partnership by University Advancement staff and the current Chair of the Alumni Board.

Chairperson/Chair of the Board is a two-year term. Chair-elect will be appointed by University Advancement staff and the outgoing Chair.

The immediate past-chair will be invited to stay on the Board in an advisory capacity for a period of one year following the completion of his/her term as Chair.

Advisory Board Standing Committees

Standing committees are asked to provide advice, counsel, and other needed assistance in each committee's designated area in efforts to build and strengthen a culture of engagement and philanthropy.

The University may, from time to time, create and maintain additional project-based committees needed to serve the interests of the Alumni Society and/or to further the responsibilities of the Board.

Committee leadership is decided upon collaboratively by the Board Chair and corresponding staff liaisons.

Board Meeting Structure and Frequency

The Alumni Society Advisory Board will be invited to campus for a minimum of two (2) and a maximum of three (3) Board meetings each year. The responsibility for selecting meeting dates rests with University staff and the Chair of the Board.

To ensure quality use of Board members' time and travel, each meeting will meet the following criteria:

- A student interaction component
- A teambuilding/alumni-to-alumni networking component
- A University update from the President and/or a member of the Cabinet
- An update from members of the Alumni Engagement staff
- Full-Board discussion time

This document is intended to serve as a guide for planning annual Board operations and establishing member expectations. The University reserves the right to amend these guidelines as necessary in order to align Board operations with alumni engagement priorities. The Alumni Board is not a governing body and is not responsible for executing any legal or fiduciary responsibilities on behalf of the University.