



ALUMNI SOCIETY ADVISORY BOARD VOLUNTEER ROLE DESCRIPTION

Members of the Alumni Society Advisory Board work in collaboration with University Advancement staff to enhance and expand alumni engagement.

Board members often ask, “How can we help?” and “What can we do?” As volunteer leaders among the broader alumni community, members of the Board are called upon to further the mission of the University in the following areas:

Enrollment

Promoting the University as a preferred destination for undergraduate and graduate education

Career Development

Facilitating professional development, internship and career opportunities for students and fellow alumni

Philanthropy

Giving to the University annually at a level considered to be individually generous, and encouraging others to do the same

Specifically related to Board work, members are expected to:

- Attend annual meetings and participate in scheduled calls
- Actively contribute to assigned Board committees and projects
- Attend alumni events when possible
- Make an annual contribution to the University
- Assist with promoting University programming in personal networks
- Serve as positive and supportive partners to University staff

Attendance

Attendance at all scheduled meetings is an official expectation of membership on the Board. Any member who misses two (2) or more meetings in an academic year (June – May) should expect to discuss time commitment challenges with the Board Chair and/or the Alumni Engagement department head.

Terms

Each Member shall serve an initial two-year term. Upon completion of their first term, members will be given the opportunity to serve a second two-year term. Board members will not be permitted to serve more than two (2) consecutive terms but may be reappointed to the Board if at least one (1) year has passed between terms.

Philanthropy Statement

Members of the Board are valued as volunteer leaders among The University of Scranton's alumni community. As a demonstration of their commitment to the University's mission, members are asked to designate the University as one of their top philanthropic priorities, and to contribute annually at a level they consider generous. President's Circle is the suggested commitment level, but participation is the primary goal, striving to reach 100% full Board participation within the parameters of each academic year (June 1 – May 31).

Members are also asked to support periodic giving campaigns and to encourage others to support the University.

Media/Press Statement

If at any time a board member is contacted by a media representative asking for comment on a University-related decision/topic, board members may comment from a personal perspective, but *not* on behalf of the Board or as an official representative of the University. Board members are asked to let staff know immediately if this should occur.

On the topic of social media, Board members must remember that posts about the University from their personal accounts reflect the full Board and the University in an extended way, and as such, Board members are asked to use their best discretion and caution in commenting or posting on topics related to The University of Scranton.

Confidentiality Statement

Each member agrees to abide by The University of Scranton's confidentiality policy. Any information received to support the volunteer role, including but not limited to, constituent contact information, giving information, and/or involvement information, is for use only to support the above mentioned responsibilities. Use of the information for any other purpose, including but not limited to, reproducing and storing in a retrieval system by any means, electronic or mechanical, photocopying, or using the information contained in the documents for any private, commercial, religious, and/or political activity is strictly prohibited. Such acts are in direct violation of the policy and constitute misappropriation of property.