

1. Meetings:

A. Notices and Agenda

- a. Written notice of regular and special meetings, including an agenda, shall be distributed at least fifteen (15) days prior to the meeting. The agenda shall be prepared by the President in consultation with the Director of Alumni Relations. **The Director of Alumni Relations will have all supporting materials, name tags and name cards prepared for the meeting.**

B. Attendance

Board Members are expected to attend all Board meetings and actively participate in committee work and assist the Advancement team in the coordination of Homecoming and Reunion weekends. **In addition, the Board will work with the Director of Alumni Relations on other duties as requested.**

C. Minutes

Minutes of each Board meeting shall be sent to the Board members within forty-five (45) days after each meeting. Committee chairpersons shall submit their committee reports to the Secretary within fifteen (15) days after each meeting for inclusion in the Board Minutes. The Secretary will submit the minutes for review to the Board and request all edits. **(see ABOD timelines for exact due dates)**

2.

A. President:

The President shall be responsible for communication between the Board and the Board of Trustees of the College and shall also maintain communications with the College Administration. The President may appoint additional directors if needed, as defined in the Bylaws. **See ABOD By Laws for additional responsibilities.**

B. Vice President:

The Vice President shall be responsible for the orientation of new board members. The Vice President shall also be responsible for overseeing the Nomination Committee and the recommendations and selection process of new board candidates. **See ABOD By-Laws for additional responsibilities.**

C. Secretary:

The Secretary shall cooperate with the Director of Alumni Relations in the performance of the secretarial duties and shall forward to the Director of Alumni Relations the minutes for each meeting within twenty (20) days after the meeting. **The secretary will act as a liaison for the awards committee and document all annual award winners.**

3. Standing Committees

A. **The standing committees shall be Advancement, and Special Projects.**

Removed Young Alumni

a. Areas of responsibility:

i. **Advancement:** Support College fundraising initiatives and assist in keeping alumni informed of College interests and projects. **Identify ways and means to encourage philanthropic awareness among alumni and current students. Build the culture of class giving and provide support to class agents. Maintain and update records of Board Ambassadors to assist the College with short-term, micro-** Develop/keep updated a sample packet of letters and notes sent from committee to serve as examples and historical documentation. **Added by Erin Lucas**

i. **Special Projects:** Increase awareness of the College with the Association and individual alumni clubs. Organize and host local and on campus events, and service projects and utilize social media venues and **alumni Facebook page to reach out to alumni.**

ii.

4. *Ad Hoc* Committees

i. Awards: **Assist the Director of Alumni Relations** with the award process for the Saint Mother Theodore Guerin Award, the Frances Murphy Rumely Award and the GOLDEN Oak Award. The Committee will encourage and solicit nominations from alumni in addition to the call out from the College.

The Ad Hoc Committee will review nominations and select a recipient for the Saint Mother Theodore Guerin Award and the Frances Murphy Rumely Award to be presented to the full Alumni Board for approval. The potential alumni award recipients will be presented to the College for approval by the President of the College. Ad hoc committee members will also assist in award selection for the GOLDEN Oak Award, Alumni Leadership and Service Awards and the Alumni Faculty Leadership Award. Committee selections

will be presented for approval by the College President.

- ii. Officer Recruitment: Is chaired by the President, consists of the outgoing board members and works in coordination with the Director of Alumni Relations to identify interested and qualified members of the Board for officer leadership. An officer slate shall be set by the nomination committee members and the nomination slate will be brought to the Board for a vote at the Winter Meeting.
- iii. The Executive Committee consists of the president, vice president, secretary and chairs of the standing committees (this does not include the ad hoc committees). The EC serves to address any new business to be presented to the Board or the Association as well as assisting with meeting planning and the tracking of progress of the board and committee goals throughout the year.
- iv. Shall be empowered to act for the Board between regular meetings when necessary.

Please review the following standing rule updates, and respond to this email by May 28th as confirmation that you have read and agree with the updates.

Thank you.

