

Alumni Board

Position Description & Responsibilities



OVERVIEW

The Alumni Association of Saint Mary's University of Minnesota is governed by a Board of Directors, whose purpose is to advance the university's mission of service and leadership, advise members of the administration on matters of interest to Saint Mary's alumni, and serve as ambassadors and engagers for the institution. Inspired by the Lasallian charism, the Board works to seek, identify, and pursue activities that are engaging and welcoming to the diverse experiences of those within the Saint Mary's alumni community.

Alumni Board Members serve a term of three (3) fiscal years. A fiscal year (school year) at Saint Mary's begins annually on June 1, and runs through May 31 of the following calendar year. Terms are staggered so that approximately one third of the board turns over each year. An alum can serve for up to three (3) terms; but only 2 of them consecutively. Board members must take a break of no less than six (6) between one of their terms, should s/he choose to serve all three. Board members, whether new or returning, are approved by the board.

The Board is overseen by a President elected by the Board from its members. The work of the Board is supported by the Sr. Director of Alumni and Benefactor Engagement, and his or her staff. The Board consists of up to 19 voting members, a minimum of six undergraduate degree holders from the Winona College, and a minimum of six degree holders from the School of Graduate and Professional Programs (SGPP). The Board's composition ideally reflects the diversity of the alumni from both the College and SGPP.

The Board meets a minimum of four times annually: two meetings on the Winona campus, one meeting on the Minneapolis campus, and one meeting in Rochester. For those who live at a geographic distance, each board meeting is also connectable via online video (Zoom). Board meeting attendance is considered vital. Members are highly encouraged to attend all meetings; at least one per year in-person; and at least three (3) meetings yearly unless excused.

Members are also expected to participate in committee work. The Saint Mary's Alumni Board is a working board, with

QUALIFICATIONS

Alumni Board Members will have demonstrated involvement in, support for, and commitment to Saint Mary's University of Minnesota. Ideal candidates will be involved in developing and executing initiatives for the Saint Mary's alumni constituency. Board members must be a graduate of the College or SGPP at Saint Mary's University of Minnesota.

Travel Reimbursement:

0 TO 100 MILES
up to \$100

101-300 MILES
up to \$200

301+ MILES
up to \$300

members divided into appropriate committees that focus on aspects of the board's work and mission. All Board members serve on a committee. Committees are expected to meet at least monthly outside of the Board Meeting to move forward on their respective tasks. Committees are subject to change each year based on the needs of the university and expertise of board members; current committees include Service, Development, and Engagement.

Finally, all Board Members at Saint Mary's are expected to make an annual financial contribution to the university during their term. While there is no set recommended contribution, Board members should give an amount that is meaningful to them. The goal is to reach 100% charitable participation by September 1 of each year. This goal is a visible indication to others of the board members' commitment to the organization and its mission. Additionally, 100% participation by a Board is something granting foundations often look for, and can serve as a catalyst for further support among alumni and friends.

Additionally, a dollar goal is set annually by the Alumni Board, and the intent is to raise that total by May 31st of the fiscal year.

EXPECTATIONS AND RESPONSIBILITIES

1. Overall

- Serve as an ambassador and advocate for Saint Mary's and in particular for your class year.

2. Board-Specific Responsibilities

- Attend all Board Meetings during your term. Encouraged to attend at least one per year in-person where possible; and at least three (3) meetings yearly in total unless excused.
- Participate on a working Committee. Meet independently of Board Meetings to complete the assigned duties of said committee, at the Direction of the Chair.
- Assist in the development and implementation of alumni programs and events; attend sponsored events as an ambassador of the university.
- All board members are expected to participate in Saint Mary's annual Lasallian Day of Service. Board Members are expected to serve as a Site Leader (either day-of, or another day if logistics require), and to help recruit participating volunteers.
- Nominate individuals for election to the Alumni Board of Directors.
- Nominate individuals for the annual alumni awards of the Alumni Association; Distinguished Alumnus Award, Alumni Appreciation Award, Lasallian Service Award & Outstanding Young Alumnus.
- Nominate individuals for the annual Saint Mary's Sports Hall of Fame in partnership with The Saint Mary's Athletic Department.

3. Engagement Ambassador

- Attend or participate in at least one event or activity hosted by the Alumni Association or university, as a representative of the Saint Mary's University of Minnesota Alumni Board annually.
- Assist in designated programs and events during Reunion weekend. We offer a plethora of events and activities for you to engage with the campus, community, and your classmates.
- Encourage prospective students and their parents to pursue their undergraduate and/or graduate goals at Saint Mary's.
- When called upon, Board Members are encouraged to participate in Alumni Board promotional activities, such as provide comments and/or testimonials, either written or via video, etc, that are part of the scope of work of the Board.

4. Philanthropic Support

- Make a participation gift by September 1 annually, and help fulfill the Board's financial goal by May 31.
- Support the university financially at a personally appropriate level.
- Participate in the philanthropic efforts of Saint Mary's, including sharing communications during giving days.

5. Other, Where Possible

- Assist in providing internships and job opportunities, both summer and permanent, for Saint Mary's students and alumni, support career mentorship opportunities.