

Saint Mary's University of Minnesota

Job Description Board of Directors – Alumni Association

Overview

The Alumni Association of Saint Mary's University of Minnesota ("Saint Mary's") is governed by a Board of Directors. This Board seeks to advance the mission of Saint Mary's. It advises university administration on matters of interest to alumni of Saint Mary's.

The Board is overseen by a President elected by the Board from its members. The work of the Board is supported by the Director of Alumni Relations and his or her staff. The Board consists of up to 19 voting members, **a minimum of six (6) undergraduate degree holders from the College and a minimum of six (6) SGPP degree holders**. The Board's composition ideally reflects the diversity of the alumni from both the College and SGPP. Each Board member serves a term of three years and may be eligible to serve one additional three-year term with Board approval.

The Board meets a minimum of four times annually: two meetings on the Winona campus, one meeting on the Twin Cities campus and one meeting in another location to be determined. The Board's committees currently include College engagement, Schools of Graduate and Professional Programs engagement, and Development.

Board Member Responsibilities

A Board member should be an active and consistent participant in Board functions and should demonstrate leadership in Saint Mary's activities. A Board member will:

- Attend all board meetings during his or her term
- Participate on assigned committees and complete the assigned duties of said committees
- Participate in the philanthropic efforts of Saint Mary's
- Assist in the development and implementation of alumni programs and events; attend sponsored events
- Assist in providing internships and job opportunities, both summer and permanent, for Saint Mary's students and alumni
- Assist in designated programs and events at Homecoming
- Promote the activities and programs of the Alumni Association and of Saint Mary's
- Encourage prospective students and their parents to pursue their undergraduate and/or graduate goals at Saint Mary's
- Nominate individuals for election to the Alumni Board
- Nominate individuals for the annual alumni awards of the Alumni Association
- Respond to questions, comments and requests from the Alumni Relations Office of Saint Mary's

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.