

## **Penn State Alumni Council**

### **Volunteer Role Description**

**Position Title:** Alumni Council Member

**Length of Term:** 3 years

**Position obtained by:** Alumni Council members are Elected or Appointed for a three-year term. Elected College Society and Campus Society Presidents serve a two- or three-year term as an Alumni Council member. Additionally, Ex-Officio members representing Penn State student and faculty governance serve a 1-year term.

#### Position Description:

Members of the Alumni Council will support the work of the Penn State Alumni Association and will provide mission-based leadership and strategic governance. While the day-to-day operations are held by the CEO, the Council-CEO partnership ensures the appropriate, critical and expected participation of all Alumni Council members to support and promote its success.

#### Duties and Responsibilities:

##### *Leadership, Governance and Oversight*

- Know the University's and Alumni Association's missions, goals, policies, programs, services, strengths and needs
- Attend, prepare for, actively participate in the Fall and Spring Alumni Council Meetings in State College, PA
- Make a commitment to participate actively in committee work
- Volunteer for and willingly accept committee assignments, and complete them thoroughly and on time
- Ask timely and substantive questions and offer thoughtful feedback, consistent with knowledge and experience
- Make decisions and recommendations that are in the best interest of the Alumni Association
- Join at least one Committee; and participate in committee meetings by phone between Council Meetings (as determined by Committee Chairs)
- Build strong and appropriate working relationships with other members of Alumni Council and Alumni Association staff
- Represent the Alumni Association and Alumni Council at local affiliate group events
- Follow trends in higher education/alumni relations to make informed decisions on current and new issues
- Suggest possible nominees to Alumni Council who (a) meet the qualifications on this role description, (b) will make significant contributions to the Alumni Association's progress and (c) will help reflect the composition of the Alumni Association and the University
- Follow the Alumni Association's by-laws, policies and resolutions
- Maintain confidentiality about internal Alumni Association matters

##### *Fundraising and Other Resource Development*

- Actively participate in fundraising and other resource development for the Alumni Association
- Financially contribute to the Alumni Association commensurate within personal capacity

- Encourage all Council Members to participate in fundraising efforts to ensure a 100% participation annually
- Leverage personal networks, expertise and resources to benefit the Alumni Association

### *Board member terms/participation*

### *Qualifications*

Serving on Alumni Council is an extraordinary opportunity for an individual who is a Penn State graduate, passionate about the Penn State Alumni Association and its mission, and who has a track record of leadership. Ideal candidates will:

- Maintain membership in the Penn State Alumni Association
- Possess demonstrated leadership experience and ability to serve an organization “as a whole”
- Commit to the advancement of the Association
- Demonstrate excellent communication, diplomacy, facilitation, influence, listening, objectivity and relationship building skills
- Successfully collaborate with diverse individuals
- Maintain high integrity, credibility, a positive attitude and enthusiasm, as well as passion for the Association and its mission
- Possess a great sense of humor and tremendous ability to have fun!

### Time Commitments:

- Two 2-day Alumni Council meetings per year.
- Committee meetings by phone between the Fall and Spring meetings.

### Financial Commitment:

- All expenses related to Alumni Council travel and lodging are borne by the individual

## **Penn State Alumni Council**

### **Volunteer Role Description**

**Position Title:** Campus & College Society Representative

**Length of Term:** Varies between a 2- or 3-year term

**Position obtained by:** A representative from each of the duly constituted societies formed pursuant to Article XII herein which have been granted a charter by the Executive Board and the Council as determined by each Campus & College Society's bylaws

#### Position Description:

Members of the Alumni Council will support the work of the Penn State Alumni Association and will provide mission-based leadership and strategic governance. While the day-to-day operations are held by the CEO, the Council-CEO partnership ensures the appropriate, critical and expected participation of all Alumni Council members to support and promote its success.

#### Duties and Responsibilities

- Know the University's and Alumni Association's missions, goals, policies, programs, services, strengths and needs
- Attend, prepare for, actively participate in the Fall and Spring Alumni Council Meetings in State College, PA
- Make serious commitment to participate actively in committee work
- Volunteer for and willingly accept committee assignments, and complete them thoroughly and on time
- Ask timely and substantive questions and offer thoughtful feedback, consistent with knowledge and experience
- Make decisions and recommendations that are in the best interest of the Alumni Association
- Join at least one Committee; and participate in committee meetings by phone between Council Meetings (as determined by Committee Chairs)
- Build strong and appropriate working relationships with other members of Alumni Council and Alumni Association staff
- Represent the Alumni Association and Alumni Council at local affiliate group events
- Follow trends in higher education/alumni relations to make informed decisions on current and new issues

- Suggest possible nominees to Alumni Council who (a) meet the qualifications on this role description, (b) will make significant contributions to the Alumni Association's progress and (c) will help reflect the composition of the Alumni Association and the University
- Follow the Alumni Association's by-laws, policies and resolutions
- Maintain confidentiality about internal Alumni Association matters
- Attend the College or Campus Society President's luncheon during each council meeting to share best practices with representatives from other campuses and colleges

Time Commitments:

- Two 2-day Alumni Council meetings per year.
- Committee meetings by phone between the Fall and Spring meetings.

Financial Commitment:

- Unless covered by the society an individual represents, all expenses related to Alumni Council travel and lodging are borne by the individual.

## **Penn State Alumni Council**

### **Volunteer Role Description**

**Position Title:** Executive Board Member

**Length of Term:** 1 year

**Position obtained by:** Appointed by the president

Position Description:

The Executive Committee of the Alumni Council of the Penn State Alumni Association holds elevated leadership, strategic and governance responsibilities for the Alumni Association. In addition to the responsibilities of Alumni Council Member, Executive Board Members:

Duties and Responsibilities:

In addition to the responsibilities of Alumni Council Member, Executive Committee Members:

*Leadership, Governance and Oversight*

- Provide strategic guidance and expert insight to CEO and Senior Leadership Team on annual priorities
- Advise on annual Alumni Council Committee goals, lead efforts and track metrics for success, ensuring that guidance supports and promotes of the aligned Association and Council goals
- Take an active role in Council-wise committee leadership that supports and promotes the work of the Alumni Association staff
- Attend, prepare for and actively participate in Ad Hoc Committee Meetings in person or by phone
- Build strong and appropriate working relationships with other Executive Board members, PSAA staff and University staff, students, volunteers and representatives
- Represent the Alumni Association and Alumni Council at local Alumni Chapter and University-sponsored events

*Qualifications*

Serving on the Executive Board of the Alumni Council is a unique opportunity for an individual who has contributed tremendous value in advancing the mission, goals and standards of excellence of the Penn State Alumni Association. Executive Board Members will:

- Be a member in good standing of the Alumni Council and the Alumni Association
- Lend significant expertise and resources to the Alumni Association to ensure its continued and long-term success

Time Commitments:

- Four 2-day meetings per year. Two meetings occur within the timeframe of the Alumni Council meeting.

Financial Commitment:

- All expenses related to Alumni Council events are borne personally by the individual.

## **Penn State Alumni Council**

### **Volunteer Role Description**

**Position Title:** Committee Chair

**Length of Term:** 1 year

**Position obtained by:** Appointed by the President

#### Position Description:

The Chair is responsible for overseeing the operation of the committee. Working with the Alumni Association Staff Liaison and Co-chair, they will determine Committee focus, communicate with the members and set expectations. The Chair will also liaise with the Alumni Association officers by providing an overview of committee activities.

#### Duties and Responsibilities

- Participate in monthly Alumni Council Committee Chair call
- Plan agenda and conduct Alumni Council Committee semi-annual meetings
- Work with Alumni Association Staff Liaison and Co-Chair to determine committee focus and direction
- Attend Executive Board meetings and provide a report on committee progress and activities
- Initiate conference calls with Alumni Association Staff Liaison and Co-Chair, create agenda and generate minutes
- Maintain the Committee workroom on Board Effect to ensure all agendas, notes and meeting minutes are uploaded and current
- Email committee updates to members
- Hold conference calls with Committee members, if necessary
- Perform other duties as requested by the President (e.g. serve on Ad Hoc Committees)

#### Time Commitments:

- 2-3 hours/month for committee conference calls and meeting preparation
- 1 hour/month for Alumni Council Chair call (not held in the summer)
- Two 2-day semi-annual Alumni Council meetings at University Park
- Two 2-day semi-annual Executive Board meetings
- Voluntary attendance at Alumni Association special events (e.g. Alumni Fellow Awards, Young Alumni Awards)

Financial Commitment:

- All expenses related to Alumni Council travel and lodging are borne by the individual
- Voluntary donations to various Alumni Association endeavors

## **Penn State Alumni Council**

### **Volunteer Role Description**

**Position Title:** President

**Length of Term:** 2 years

**Position obtained by:** Attains this role after serving 2 years as the Vice President.

#### **Position Description:**

The President shall preside at all meetings of the Association, of the Council, and of the Executive Board, appoint committees, and perform such other duties as may pertain to the office. The President shall have the right to name a Council Member to preside at any meeting of the Association or of the Council at which neither the President nor the Vice President shall be present and shall have the right to name a Council Member who serves on the Executive Board to preside at any meetings of the Executive Board at which neither the President nor the Vice President shall be present.

#### **Duties and Responsibilities:**

- Sets the vision for the Association and Alumni Council and determines the structure and mission of Alumni Council committees to accomplish that vision.
- Lead volunteer for the Penn State Alumni Association. Provides advice and counsel to the Association CEO and other members of his/her leadership team.
- Serves as a Constituent Member of the Committee on Outreach, Development, and Community Relations of the Board of Trustees (6 – 1½ day meetings/year)
- Attends and presides over a number of Alumni Association and University events, including, but not limited to:
  - Alumni Council Meetings (2 – 2 day meetings/year)
  - Executive Board Meetings (2 – 2 day meetings/year)
  - Weekly CEO/President conference call (40/year)
  - Monthly Executive Board, Chair/Co-Chair conference call (12/year)
  - Football Away Game Tailgate events (5/year + Bowl Game)
  - Commencement (summer, winter)
  - Board of Trustee Meetings (6 – 1 ½ days meetings/year)
  - Alumni Fellow Awards (1/year)
  - Alumni Achievement Award Dinner & Recognition (1/year)
  - Huddle with the Faculty (7/year)
  - Budget & Finance Committee Meeting (1/year to set budget in Feb)
  - Graduate School Alumni Reunion Weekend (1 – 2 day event each spring)
  - We Are Weekend (1 – 2 1/2 event/year)
  - Alumni Leadership Conference (2 ½ days every other year)
  - Black Alumni Reunion (1 day every other year)

- Annual Homecoming Parade and associated events (1 day/year)
- THON (1 – 2 days/year)
- President’s Concert (1/year)
- Capital Day (1 day/year)
- Legislative Awards/Friend of Penn State Luncheon (1 day/year)
- Ad Hoc Alumni Association Chapter, Society, business associates contract meetings, auditor consultation and investment firm meetings.
- Builds relationships with the Board of Trustees and learns about the committee functions and University business in preparation for holding a seat on the Board of Trustees at the conclusion of the two-year term as President.
- Provides input to the VP of Development and Alumni Relations for the annual performance review of the Association CEO.

**Time Commitments:**

- Time commitments vary by week and time of year. During the 2018 fiscal year, 29 weekdays or evenings and 36 weekend days of travel occurred.
- The hours per week vary from 12-16 hours averaged over the calendar year.

**Financial Commitment:**

- The Association covers Travel & Lodging expenses for attendance at official Alumni Association events.
- The Office of the Board of Trustees covers Travel & Lodging expenses for attendance at Board of Trustee meetings.

**Penn State Alumni Council**  
**Volunteer Role Description**

**Position Title:** Vice President

**Length of Term:** 2 years, however the overall commitment is 6 years (2 as Vice President, 2 as President and 2 as Immediate Past President and Trustee).

**Position obtained by:** The Nominating Committee shall present to the Council at its Fall meeting in even numbered years a nominee for the office of Vice President who shall be initially nominated by a member of the Nominating Committee or be self-nominated. In all instances, prior to being a nominee for Vice President, such individual shall be an Alumni Council Member. At the Annual Meeting of the Alumni Council in odd numbered years, the Council Members shall have the opportunity to make additional nominations from the floor for the office of Vice President, after which the Vice President of the Association shall be elected by the Council at that Annual Meeting.

**Position Description:**

In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall serve as chair of the Nominating Committee. In addition, the Vice President will be expected to represent the Association at various meetings, functions and events as requested by the President or CEO from time to time.

**Duties and Responsibilities:**

- Chairs the Nominating Committee – Leads the committee that reviews, evaluates and selects nominees for election to Alumni Council. In even numbered years, the Nominating Committee also evaluates nominees for the role of Vice President.
- Member of Executive Board, which shall transact the business of the Association in the intervals between Alumni Council meetings.
- Represents the President if the President cannot attend a function, event or meeting.

**Time Commitments:**

- Time commitments Vary by the activity and time of the year, but generally the Vice President spends 1-16 hours per week on Alumni Association duties.
- The Vice President will be present at 2 – 2 day Executive Board Meetings held twice annually; 2- 2 day Alumni Council Meetings held twice annually.
- The Vice President chairs the Nominating Committee, which requires a varied schedule of meetings.

**Financial Commitment:**

- All expenses related to Alumni Council events are borne personally by the individual, except when the Vice President is filling in for the President at an official Alumni Association function at the request of the President or the CEO.

**Penn State Alumni Council**  
**Volunteer Role Description**

**Position Title:** Treasurer

**Length of Term:** 1 year

**Position obtained by:** Appointed by The President

Position Description:

The Treasurer shall work at all times with the Chief Financial Officer of the Association, who shall be a staff member of the Association designated by the CEO. The Treasurer shall concurrently serve as the Chair of the Budget and Finance Committee and shall take such actions required to ensure that all financial information presented to the Executive Board is accurate.

Duties and Responsibilities

- Collaborate with Alumni Association Staff and Officers to develop the annual budget
- Regularly review the income statement budget vs actual with the CFO and the Budget and Finance Committee
- Annually review the Investment Policy to assure compliance; update the policy as necessary
- Meet with investment advisors on a regular basis
- Chair the Budget and Finance Committee
- Report out to members at semi-annual Alumni Council meetings
- Attend Executive Board meetings and provide a report on committee progress and activities
- Attend monthly Alumni Council Chair call
- Attend meetings and conference calls as requested by The President
- Perform other duties as requested by The President

Time Commitments:

- 2-3 hours/month for committee conference calls and meeting preparation
- 1 hour/month for Alumni Council Chair call (not held in the summer)
- 1-day annual budget review for the next fiscal year with the CFO, CEO and Senior Staff of the Alumni Association, along with The President and the Budget and Finance Committee.
- 2-day semi-annual Alumni Council meetings
- Two 2-day Executive Board meetings

- Voluntary attendance at Alumni Association special events (e.g. Alumni Fellow Awards, Young Alumni Awards)

Financial Commitment:

- All expenses related to Alumni Council travel and lodging are borne by the individual.
- Voluntary donations to various Alumni Association endeavors