CSU, CHICO ALUMNI ASSOCIATION
Responsibilities of a Board Member

TERM: Three years if elected by the board, or in the case of filling a vacancy, the remainder of the term being filled. One time renewal.

STRUCTURE: The board should have a membership that includes diversity in the areas of age, year of graduation or attendance, major, ethnicity, gender, geography, and extracurricular activities.

FUNCTIONS OF THE BOARD OF DIRECTORS

Program
1. Participate in the development of goals and objectives for the CSU, Chico Alumni Association
2. Adopt the Association’s annual plan and approve any changes to the plan
3. Establish policies of the CSU, Chico Alumni Association
4. Participate in the strategic planning process

Finance
1. Review and approve annual budget and monitor financial management
2. Review and approve special funding projects
3. Review and approve new projects and programs

Organizational
1. Nominate and elect officers and members of the Board
2. Amend bylaws of the organization as required

Specific Responsibilities of Board Members
1. Attend all regular and special meetings of the Board, as well as the annual board retreat. (Note, the board meets on a Saturday, from 10a -- 2p, in January, June and Sept. The annual retreat is the first Sat in March)
2. Attend committee meetings as scheduled
3. Make a financial contribution to the Chico State Alumni Association and/or CSU, Chico
4. Attend University events such as the Distinguished Alumni Dinner and Chico Experience Week, as well as attend chapter events in your area

General Responsibilities of a Board Member
1. Provide leadership and discussion on Board deliberations
2. Be conversant about the Alumni Association and the University
3. Be in a position to support Alumni Association policy or positions in informal settings
4. Effectively communicate the Association’s successes and programs to alumni, current students, the University and the community

10/24/16
5. Be politically aware in regard to University and Association issues
6. Actively engage in Association fundraising

Limitations
1. Representation of “Official Alumni Association” only as authorized by the Board of Directors
2. No Director is authorized to commit Association without specific Board authorization and staff knowledge
3. Directors should not interpret Association in self interest or use position for personal gain
4. No Director can legally obligate the Association
5. Directors should not usurp the authority of executive director or staff

CSU, Chico Alumni Association Board of Directors Nomination Form:
http://tinyurl.com/ChicoBOD

- You may nominate yourself for a position to the Board or someone else may nominate you with your permission
- Board nominations are due by 5:00 p.m. on Wednesday, November 30, 2016
- If the nomination committee approves your application for consideration by the full board, you will receive a phone call from the Association’s president to review your application and give you an opportunity to ask questions
- BOD elections are on January 28, 2017 and you will be notified shortly thereafter of your status