

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, 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 plan.
3. Establish policies of CSU, Chico Alumni Association.
4. Participate in strategic planning process.

Finance

1. Approve annual budget and monitor financial management.
2. Approve special funding projects.
3. Approve new projects and programs.
4. Establish financial policy for contracts with outside vendors.

Administration

1. Participate in evaluation of CSU, Chico Director of Alumni & Parent Relations by providing input to Alumni Association president.

Organizational

1. Elect officers and nominate candidates to fill vacancies on the Board.
2. Amend bylaws of the organization, as required.

SPECIFIC RESPONSIBILITIES OF A BOARD MEMBER:

1. Attend all regular and special meetings of the Board.
2. Attend committee meetings as scheduled.
3. Attend board retreats as scheduled.
4. Attend university events such as the Distinguished Alumni Dinner and Homecoming.

(Note, while attendance in person is desired, attendance via telephone or electronically is acceptable.)

GENERAL RESPONSIBILITIES OF A BOARD MEMEBR:

1. Provide leadership and/or discussion in 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, if necessary.
5. Effectively communicate the association's success and programs to alumni, current students, the university, and the community.
6. Be politically aware in regard to university and association issues.
7. Actively engage in Association fundraising.

LIMITATIONS:

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

26-Feb-04

Board of Directors' Nomination Form

The Nominating Committee of the CSU, Chico Alumni Association is accepting Board Member nominations. A document containing Responsibilities of a Board Member is attached.

The following application should be completed and signed by the nominee. Letters of reference and resumes are welcome as attachments.

Name _____ Address _____

City _____ State _____ Zip _____ E-mail _____

Home phone _____ Work phone _____ Fax _____

Graduation year(s)/Degree(s): _____ College/Major _____

Employer _____ Occupation/position _____

Please describe your occupation or business/professional activities:

Please share other areas of expertise or hobbies that may be of interest/benefit to the Alumni Association:

What were some of your activities/involvement on campus as a student? _____

Please highlight your involvement with the Alumni Association or service to CSU, Chico since you graduated:

Why do you want to participate on the Alumni Board? _____

Please share your past/current involvement with other volunteer/service organizations: _____

Feel free to list any Alumni Association/CSU, Chico personal references: _____

Signature _____

Please return this form to: CSU, Chico Alumni Association, Chico, CA 95929-0050, fax to (530) 898-4407 or email to alumni@csuchico.edu Thank You.