

# **Alumni Advisory Board Member Expectation Policy**

(updated 8/5/17)

All board members are expected to:

1. Read and abide by the AAB's constitution and by-laws.
2. Understand the AAB's work and value to Rose-Hulman and serve as an ambassador for Rose-Hulman by acting as a spokesperson from Alumni perspective.
  - a. Support and promote Rose-Hulman events, outings and special programs.
  - b. Share your passion for Rose-Hulman as you interact with fellow alumni, students, staff and other members of the Rose-Hulman family.
3. Actively participate in board meetings and committee meetings to provide expertise and insight on discussion points.
  - a. Read the minutes from the previous meeting and be prepared to discuss the items on the agenda.
    - i. Attend all AAB meetings in person unless unable to do so due to extenuating circumstances (e.g. work or health related issue, family emergency). Participation by phone limits the ability to engage as an active participant in the discussion.
    - ii. If unable to attend, communicate with the Board President in a timely fashion so arrangements can be made for a conference call or video link.
    - iii. If you can't attend in person OR via a conference call, take the responsibility to have someone who is attending take notes for you and brief you after the meeting. It is your responsibility to stay current.
  - b. Stay informed through reading correspondence (Echoes, website review, board meeting notes) about what is going on in the organization.
  - c. Lend your expertise to topics being discussed; this is one of the reasons you were chosen to participate in the AAB.
  - d. Challenge ideas and direction in a professional manner.
    - i. Focus on outcomes, which benefit Rose-Hulman directly, or Rose-Hulman's reputation.
  - e. Participate in and take responsibility for making decisions on policies, guidelines and other board matters.
  - f. Share what you learn through interaction with Rose-Hulman alumni networks (e.g. local Rose-Hulman meetings/events, fraternity or sorority meetings/events, athletic events) and encourage other alumni to do the same.
4. Support the institution financially.
  - a. Give an annual financial contribution to the best of your personal ability.

- b. Be sure to access any corporate or other form of “matching fund” source with your contribution.
5. Be actively engaged on at least one committee or task force as a chair or member.
  - a. Take responsibility for completing action items on time and in full.
  - b. Similar to the expectations for the AAB meetings; actively participate.
6. Respond to email/phone calls/requests within the requested timeframe and with the requested information.
7. Identify potential board members who will actively participate in fulfilling the Board’s mission.
8. Work in good faith with the staff and other board members as partners toward achievement of our goals.
  - a. Respect the authority and responsibility of the Executive Committee and the staff and adhere to the limitations of the board, its committees and individual members.
9. Recognize outstanding achievement by Rose-Hulman alumni by highlighting their accomplishments when called upon to participate in recognition discussions.
10. Maintain confidentiality of committee, board and AAB work unless otherwise authorized. Understand that integrity and accountability for your actions are basic requirements underpinning the work of the AAB.
11. Support board decisions once they are made with your words and your actions.
12. Participate in evaluation of the AAB performance.
13. Develop student awareness of the importance and value of lifelong alumni engagement.
14. Say thank you to those whose work is advancing the Rose-Hulman AAB’s mission and goals.
15. Resign from the Board when unable to serve due to illness, personal concerns or lack of desire.
16. Term length is two years.
17. There is a three consecutive term limit. A board member must sit out a term at that point. However, this does not include time spent in the officer chairs.