



Position: UB Alumni Association Board Member

Duties & Responsibilities:

1. With other board members, assume an active leadership role in the Alumni Association working with University staff to plan, review and implement programs and activities consistent with the Association's vision and mission statements. This includes being part of the Board's oversight of Association finances, strategic direction and other programs that give viability to the Association.
2. Be an annual or life member of the Alumni Association, and promote membership among alumni.
3. Attend all meetings of the Board. All new board members will participate in an orientation meeting in conjunction with their first board meeting. The Board meets three times annually. The annual meeting is always in May and the two other meetings occur in early to mid fall, and in the winter months.
4. Serve on at least one of the Board's standing committees and participate in its meetings. Out-of-town participants are encouraged to call into meetings or correspond with committee chairs and other committee members about committee activities.
5. Attend at least one of the Alumni Association's Awards ceremonies annually: Hall of Fame Induction Ceremony and/or Celebration of Excellence Ceremony. A board meeting will be scheduled around one of these events to accommodate out-of-town board members.
6. Actively recruit and facilitate other alumni to volunteer time and energies by serving on committees or volunteering at various alumni functions, activities, and programs.
7. Assist the Nominations Committee in the identification of alumni to serve on the UB Alumni Association Board of Directors.
8. If applicable, nominate individuals for the Alumni Association Awards conferred annually.
9. Assist in securing event sponsors, table sponsors and/or ad purchasers for the Association's major events, including but not limited to, Hall of Fame Induction Ceremony and the Celebration of Excellence Ceremony through your own company or referrals.
10. Support UB Alumni activities and programs through personal attendance, volunteer organizing efforts, and promotion to other alumni. All alumni activities rely upon Board support, including but not limited to Homecoming, Meet a Mentor Program, Dinner for 12 Strangers, Golf Outings, affinity programs, chapter and regional/international activities and activities designed around alumni-student interaction.
11. Participate in at least one University priority area: Admissions/Student Recruitment, Career Services, Government Relations, Student Affairs, etc.
12. Actively advocate for UB with friends, acquaintances, prospective students, the media and government policy-makers.

Term:

1. Board members serve a two-year term and may be re-elected for two additional terms.
2. A board member who has served the maximum number of consecutive terms (3) may be re-elected after an absence from the board of at least one-year.