



FranklinPierce  
UNIVERSITY

# **Alumni Association Board of Directors**

## *Job Descriptions*

*As of: October 30, 2017*

## **Alumni Association Board Member**

### **Reports To:**

- President of the Alumni Association, Vice President of Alumni & Parent Relations, and Associate Manager of Alumni & Parent Relations.

### **Qualifications:**

- Individuals who have received a two-year, four-year, or graduate degree or have completed a recognized certificate program from Franklin Pierce College, Franklin Pierce University, or the Physical Therapy program at Notre Dame College are eligible to hold a seat.
- Be elected or appointed to the Alumni Association Board of Directors.

### **Responsibilities:**

- Attend the annual Alumni Association Leadership retreat and all scheduled meets including Alumni Reunion Weekend in June.
- Work with the Alumni & Parent Office to drive attendance and participation at Pierce events.
- Serve on one committee of the Alumni Association and fulfil the duties assigned.
- Contribute annually to the Franklin Pierce Annual Fund.
- Other responsibilities as may be designated by the Alumni Association President, Assistant Vice President of Alumni & Parent Relations, Associate Manager of Alumni & Parent Relations, or Executive Committee of the Alumni Association.

## **President of the Alumni Association**

### **Reports To:**

- Assistant Vice President of Alumni & Parent Relations and Associate Manager of Alumni & Parent Relations.

### **Qualifications:**

- At least one year as a member of the Alumni Association Executive Committee.

### **Responsibilities:**

- Serve as Chair of the Executive Committee of the Alumni Association.
- Preside at all Alumni Association Board Meetings.
- Work with the Alumni & Parent Office to:
  - Prepare agendas for meetings/conference calls
  - Oversee operation of the Alumni Association Committees
  - Insure all members of the Alumni Association Board of Directors and committees are fulfilling their duties and obligations.
  - Plan and execute the Annual Alumni Association Leadership retreat.
- Represent the Alumni Association during Commencement Weekend by speaking during Baccalaureate and Commencement.
- Represent the Alumni Association during other University functions as required.
- Liaison between the Alumni Association and the Board of Trustees.
- Prepare and present the annual State of the Alumni Association address at both the Alumni Association Leadership retreat and Annual Meetings.
- Write articles and letters for University publications as requested.
- Contribute annually to the Franklin Pierce Annual Fund.
- Other responsibilities as may be designated by the Assistant Vice President of Alumni & Parent Relations or Vice President for Institutional Advancement.

## **Vice President of Academic Relations**

### **Reports To:**

- President of the Alumni Association, Assistant Vice President of Alumni & Parent Relations, and Associate Manager of Alumni & Parent Relations.

### **Qualifications:**

- At least one year as a member of the Alumni Association Board of Directors.

### **Responsibilities:**

- Serve as Chair of the Academic Relations Committee
- Works with the Director of Career Services, Assistant Vice President of Alumni & Parent Relations and Associate Manager of Alumni & Parent Relations to expand and support alumni mentoring, internship awareness, and career panel/alumni speaker series presentations.
- Works with the Alumni & Parent Relations Office to organize the Alumni Association Scholarship process.
- Contribute annually to the Franklin Pierce Annual Fund.
- Other responsibilities as may be designated by the Alumni Association President, Assistant Vice President of Alumni & Parent Relations, Associate Manager of Alumni & Parent Relations, or Executive Committee of the Alumni Association.

## **Vice President of Alumni Reunion Weekend**

### **Reports To:**

- President of the Alumni Association, Assistant Vice President of Alumni & Parent Relations, and Associate Manager of Alumni & Parent Relations.

### **Qualifications:**

- At least one year as a member of the Alumni Association Board of Directors.

### **Responsibilities:**

- Serve as Chair of the Alumni Reunion Weekend Committee.
- Works with the Alumni & Parent Office to recruit Class Directors, Class Agents, and Reunion Class Chairs.
- Work with the Alumni & Parent Office on the planning and execution of Alumni Reunion Weekend.
- Contribute annually to the Franklin Pierce Annual Fund.
- Other responsibilities as may be designated by the Alumni Association President, Assistant Vice President of Alumni & Parent Relations, Associate Manager of Alumni & Parent Relations, or Executive Committee of the Alumni Association.

## **Vice President of External Relations**

### **Reports To:**

- President of the Alumni Association, Assistant Vice President of Alumni & Parent Relations, and Associate Manager of Alumni & Parent Relations.

### **Qualifications:**

- At least one year as a member of the Alumni Association Board of Directors.

### **Responsibilities:**

- Serve as Chair of the External Relations Committee.
- Work with the Alumni & Parent Office to seek out and implement new affinity opportunities.
- Work with the Alumni & Parent Office to develop a schedule of regional events.
- Work with the Alumni & Parent Office to drive attendance and participation at Pierce events.
- Contribute annually to the Franklin Pierce Annual Fund.
- Other responsibilities as may be designated by the Alumni Association President, Assistant Vice President of Alumni & Parent Relations, Associate Manager of Alumni & Parent Relations, or Executive Committee of the Alumni Association.

## **Vice President of Membership, By-Laws & Elections**

### **Reports To:**

- President of the Alumni Association, Assistant Vice President of Alumni & Parent Relations, and Associate Manager of Alumni & Parent Relations.

### **Qualifications:**

- At least one year as a member of the Alumni Association Board of Directors.

### **Responsibilities:**

- Serve as Chair of the Membership, By-Laws & Elections Committee and as a Parliamentarian of the Alumni Association Board of Directors and as such be familiar with Roberts Rules of Order.
- Works with other members of the Alumni Association Executive Committee as well as the Alumni & Parent Relations Office to be sure the By-Laws are up to date and accurate with necessary changes.
- Work with the Alumni & Parent Office to seek out qualified for openings on the Alumni Association Board of Directors.
- Work with the Alumni & Parent Office to prepare ballots for annual election of members to the Alumni Association Board of Directors as well as for the annual election of members to the Alumni Association Executive Committee.
- Work with the Alumni & Parent Office on the election of members to the Alumni Association Executive Committee and oversee the election process for each.
- Interpreter of the By-Laws at annual meetings.
- Contribute annually to the Franklin Pierce Annual Fund.
- Other responsibilities as may be designated by the Alumni Association President, Assistant Vice President of Alumni & Parent Relations, Associate Manager of Alumni & Parent Relations, or Executive Committee of the Alumni Association.

## **Executive Secretary**

### **Reports To:**

- President of the Alumni Association, Assistant Vice President of Alumni & Parent Relations, and Associate Manager of Alumni & Parent Relations.

### **Qualifications:**

- At least one year as a member of the Alumni Association Board of Directors.

### **Responsibilities:**

- Take minutes of all AABOD meetings (Board of Directors, Annual Meetings and Executive Committee Meetings). Meetings can be in-person or on conference call.
- Review and edit as well as distribute the minutes of any of the above as stated in the Alumni Association By-Laws.
- Maintain an archive of Alumni Association records in conjunction with the Alumni & Parent Office.
- Contribute annually to the Franklin Pierce Annual Fund.
- Other responsibilities as may be designated by the Alumni Association President, Assistant Vice President of Alumni & Parent Relations, Associate Manager of Alumni & Parent Relations, or Executive Committee of the Alumni Association.