

WARTBURG ALUMNI ASSOCIATION

Job Description

MISSION STATEMENT

To actively advance and participate in the mission of Wartburg College through alumni connections.

Job Title: Wartburg Alumni Board Member

Description:

Serve as a volunteer member of the Wartburg Alumni Board representing alumni and serve as a liaison for the sharing of information between alumni and the college. The alumni board provides advice and support to the professional staff in the office of Alumni & Parent Programs. In addition the board will assist in encouraging alumni participation in the life of Wartburg College.

Primary Responsibilities:

1. Participate in all scheduled board and committee meetings
2. Prepare and communicate written report to board as requested.
3. Serve on one alumni board committee.
4. Notify staff members of alumni concerns in your area.
5. Support and encourage active engagement of alumni in Wartburg College.
6. Attend as many regional and campus activities as possible.
7. Promote regional event development under the direction and guidance of the staff.
8. Serve as a representative and spokesperson for Wartburg when requested.
9. Serve as a liaison to all Wartburg alumni as a two-way communication channel to and from the Board.
10. Assist Wartburg in identifying, cultivating and involving alumni in areas such as student recruitment, job placement, leadership, financial support etc.

11. Work with alumni staff to represent and assist Wartburg throughout the world.
12. Follow-up with all issues/questions in person or by some means of correspondence as soon as possible.
13. To encourage diversity of programs that attracts individuals that represent the rich culture of Wartburg College.
14. Accept leadership and participatory roles in college programs and activities as needed.

Knowledge and Skill Requirements:

1. Understand the strategic plan of the college and participate in the implementation of the plan.
2. Maintain familiarity with programs and activities sponsored, organized and coordinated by the office of alumni & parent programs.
3. Basic understanding of volunteer board management practices.

Board Selection Information:

NOMINATING COMMITTEE

Each year a nominating committee will be named for the Wartburg College Alumni Association President. The charge to this committee will be to annually present a slate of board members and in odd years a President-Elect to the board for approval. Nominations will annually be accepted until February 1st with the nominating committee presenting the slate at the spring meeting for approval.

OFFICERS

The President-Elect nominee will be presented to the board in odd years for approval and serves for two years. The President-Elect moves to the President position for an additional two year term. The President and President-Elect also serve as member of the Board of Regents for the same term length.

BOARD MEMBERS

Sixteen (16) members at-large shall serve on the alumni board for 4-year terms. Each year four (4) members at-large will be presented to the board by the nominating committee in a slate for approval.

Additional Information:

Expenses are paid for by the college when board members are on campus for board meetings. Travel expenses have been reimbursed if requested by the board member.