

Whitman College Alumni Association Board of Directors Job Description

The central purpose of the Alumni Board is to advise the Alumni Office on its program and activities. The Alumni Office works to keep Whitman College Alumni connected through its various programs and looks to the Board to strengthen these connections through active involvement in alumni programs in their community from which the Board can then provide direction and guidance as to the interests, needs, concerns of alumni. The Alumni Office looks to the Board to review the Alumni Office programs, seeking input as to whether the direction the office is taking is meeting the needs of Whitman College Alumni with its reunions, area events, electronic and printed publications, trips, and web page. The Alumni Director then needs to use that information, working within staffing, budget and College priorities, to maintain an alumni program of excellence.

Given the nature and calendar of alumni events, the Board serves the Alumni Office as the quality assurance team to the Whitman College Alumni program.

Members of the Board of Directors of the Whitman College Alumni Association also serve as advocates and ambassadors of the Association in support of the mission, beliefs and policies of Whitman College and the Alumni Association. In those efforts, Board members shall:

1. Advise and consult with the Alumni Office on matters and issues of concern to the alumni office and its Board of Directors;
2. Regularly attend meetings of the Board of Directors and actively, attentively and appropriately participate in the matters that come before those meetings;
3. Actively participate on standing committees and ad hoc committees;
4. Support and critique the efforts of the College based on the briefings provided at Board meetings and other personal experiences or feedback received from alumni. Participate in discussions with other college constituencies as requested and when possible.
5. Represent the Alumni association by attending College events in each Director's geographic area. When appropriate and possible, assist the College and or the Alumni Office in the planning coordinating and facilitating of such events;
6. Take the lead in one area activity each year that promotes the College and the Alumni Board. Examples may include: Helping the Alumni Office plan an event with a faculty member; organizing a recognition reception for local volunteers; soliciting ideas from one on one meetings with local alumni about Alumni office programs and reporting back to the Alumni Office.
7. Be involved as a chapter chair or active member of area Whitman Club Steering Committee, if there is a club nearby;
8. Respect the confidentiality of all information obtained in one's role as a Director of the Alumni Association as well as exercising the appropriate caution when communicating with the College, its constituencies, or its friends about any information obtained as a result of one's position on the Board of the Alumni Association or any of the positions taken by the Board of the Alumni Association (positions taken by the board will be communicated by the Board officers).