

## **Whitman College Alumni Association Board of Directors Job Description**

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. The Alumni Director uses 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. While serving as an ambassador, 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;
5. Participate in discussions with other college constituencies as requested and when possible;
6. Represent the Alumni by attending College events in each Director's geographic area. Assist in the planning coordinating and facilitating of such events when called upon;
7. Seek out and be an active participant in other Whitman College volunteer opportunities (i.e. W Club, admissions representative, class representative, reunion chair, etc.);

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);

9. Any formal positions or decisions made by the Board of Directors will be communicated to constituents through the Director of Alumni Relations and/or the board president or his/her designee.

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