

CLARION UNIVERSITY

Clarion University Alumni Association Board of Directors Summary Information for Prospective Board Members

Mission

The Alumni Association empowers the Clarion University family to support the mission of our university through advocacy and relationships sustained in a spirit of loyalty and fellowship.

Vision

The Alumni Association will become a primary resource for Clarion University to fulfill its mission with enhanced participation through expanded opportunities for engagement within our organization.

Strategic Goals

- CUAA will promote the value of affordable accessible public education and degree attainment and advocate for the University both legislatively and through increased community awareness.
- CUAA will connect with all Clarion University students from their recruitment and admission, through their eventual graduation, ensuing career and life, and foster their development as contributing alumni.
- CUAA will periodically evaluate and, when necessary, restructure the key events sponsored by the organization to ensure that they provide an opportunity for all members to engage with the organization and university and that they fulfill the mission and obligations of the association.
- CUAA will enhance its operations in order to more efficiently achieve its mission and vision
- CUAA will support the financial growth of Clarion University

Performance Expectations

These expectations are clearly articulated during the recruitment process. We accept the candidate as a nominee or appointee only after s/he has agreed to fulfill these expectations. By accepting nomination or appointment, the individual confirms that this board service is one of his / her top volunteer and giving commitments.

Specific performance expectations are:

- Believe in and be an active advocate and ambassador for the values, mission and vision of the CUAA, the Clarion University Foundation, and Clarion University.
- Work with fellow Board members to fulfill the obligations of Board membership as articulated in the job description of the Board of Directors, in these performance expectations, and in keeping with all other policies.
- Act in a way that contributes to the effective operation of the Board – and work with fellow Board members and staff to assure that the Board functions well. This includes – but is not necessarily limited to the following:
 - Focus on the good of the organization, independent of personal agenda, self-interest, or the influence of others.
 - Maintain confidentiality of committee, board, and organization work unless authorized otherwise.
 - Support Board decisions once these are made.
 - Participate in appraisal of own performance and the performance of the Board and its committees.

- Support the organization's policies and procedures for conducting business.
- Participation in meetings, currently with four scheduled per fiscal year (absenteeism from one-half of the meetings within one fiscal year can be cause for removal).
- Prepare for these meetings by reviewing materials and bringing the materials to meetings. Use conversation as a core business practice, asking strategic questions and participating in dialogue.
- Attendance at alumni association sponsored major events, such as Homecoming Weekend, Alumni Weekend, Distinguished Awards Celebration, etc.
- Attendance when possible at alumni association sponsored events, such as regional receptions (for the purposes of identification, cultivation, and stewardship), current student programming, prospective student recruitment, legislative issues and awareness, etc.
- Attendance at other university sponsored events as board participation is appropriate, such as commencement ceremonies, institutional milestones, etc.
- Keep informed about the organization, its issues, and its connection to the community through active
- Participate within the organization and conscientious connection outside the organization.
- Help support the charitable contributions operation of the organization. Specifically:
 - Reach into diverse communities and help identify and cultivate relationships to support the organization as donors, volunteers, and advocates.
 - Give an annual financial contribution to the best of personal ability. If the organization launches a capital or gift campaign, give to that, too.
 - Participate in the fund development by taking on various tasks tailored to your comfort and skills.
- As appropriate, use personal and professional contacts and expertise to benefit the organization, without compromising ethics or trespassing on relationships.
- Serve on one or more Regular Standing Committee (as described in Article 9, Section B of the bylaws). Be a prepared and active participant.
- Inform the Board of Directors of the organization of any potential conflicts of interest, whether real or perceived, and abide by the decision of the Board related to the situation.
- Respect the authority of the alumni director and staff and the college and foundation leadership and staff; and, adhere to the limitations of the Board, its committees and individual Board members.
- Agree to step down from Board position if unable to fulfill these expectations.

Terms of Service

For regularly elected members, a term consists of two (2) fiscal years, beginning on July 1 and ending on June 30. A member may serve up to four consecutive terms.