



## University of Northern Colorado Alumni Board Overview and Board Member Expectations

### UNC Alumni Association and Alumni Board

#### UNC Alumni Association

The University of Northern Colorado Alumni Association is a non-dues based collective of all living UNC graduates. Through the alumni association, UNC aims to create an informed and involved base of alumni and friends known as the Bear Network.

#### Alumni Board Role

UNC's Alumni Board brings together involved and invested alumni leaders who represent the diversity and strength of UNC's alumni Bear Network. Working with the university, the Alumni Board helps to build this network and its capacity to support UNC students and fellow alumni, by:

- Enhancing alumni understanding of institutional information and priorities;
- Identifying the connections and relationships that create the Bear Network;
- Facilitating Bear Network connections among UNC's volunteer alumni leaders, including regional volunteers and past alumni board members;
- Providing UNC leadership and students access to the people, perspectives, and possibilities of the Bear Network; and
- Identifying and celebrating examples of model alumni leadership and involvement from across the Bear Network.

The Alumni Board operates in an advisory capacity only, without fiduciary or operational management of university resources.

### Alumni Board Membership

The UNC Alumni Board is a volunteer board of 15 members appointed by the UNC Division of Advancement. Eligible board members are recommended by university administrators, faculty, and current board members. A final invitation to serve on the Alumni Board is extended by the UNC Assistant Vice President for Alumni Relations in consultation with current board members and division staff.

#### Member Eligibility

- Be a graduate of a University of Northern Colorado degree program;
- Who demonstrates an existing level of alumni involvement as a current UNC donor, volunteer and/or program participant;
- Whose connections and standing in an academic, personal, professional, geographic, or affinity network provides a unique opportunity to advance UNC and enhance UNC's Bear Network; and
- Who proactively advocates on behalf of UNC and for the benefit of UNC students and alumni.

## Member Expectations

Alumni Board members are invited to serve a two-year term, unless assigned a 1-year staggered term to achieve board balance. Alumni Board members may be invited to renew and serve an additional two-year term. A term of service includes the following expectations for each member:

- Remain meaningfully informed of and involved in UNC programs and priorities;
- Support UNC philanthropically on an annual basis;
- Attend, in person or remotely, Alumni Board meetings and functions;
- Utilize Alumni Board meetings to increase self-awareness and understanding of university information and priorities;
- Utilize Alumni Board meetings to share with university officials alumni perspectives regarding university priorities;
- Collaborate and communicate with fellow Alumni Board members and alumni relations staff in a team setting;
- Work with alumni relations staff to strengthen the Bear Network by enhancing UNC's presence within academic, personal, professional, geographic, and affinity networks;
- Represent UNC and the Alumni Board at university and community events when requested.

Alumni Board members will be asked to share how they are and intend to be involved in advancing and supporting UNC during their term of service. Members will receive an annual evaluation of their involvement from the Alumni Board Chair and Assistant Vice President for Alumni Relations.

## Member Privileges

Alumni Board members are university ambassadors, advisors, and advocates. In order to succeed in this role, Alumni Board members are equipped with high-level institutional information; given access to institutional leadership; invited to share personal and professional insight as it relates to institutional initiatives and priorities; and are given priority consideration for participation in special events and programs.

## **Alumni Board Leadership**

### Board Chair

The Board Chair is responsible for leading board discussions; for serving as a model volunteer alumni leader; and for helping board members to remain involved and accountable to board member expectations. This is a two-year volunteer position selected by the Assistant Vice President for Alumni Relations from among current board members.

### Assistant Vice President for Alumni Relations

The Assistant Vice President (AVP) is responsible for directing UNC's alumni relations operation including oversight of the Alumni Board. The AVP facilitates all Alumni Board activities; ensures the Alumni Board is aligned with divisional strategy and university priorities; ensures that university leadership and officials are scheduled and prepared to meet with Alumni Board members; appoints and orients new Alumni Board members; serves as university liaison and support for Alumni Board members; and provides individual Alumni Board member annual evaluations.

## **Alumni Board Meetings**

The Alumni Board meets twice per year as the full board and twice per year in small, region-specific work group sessions. Additional meetings may be scheduled if or when needed.

### Meeting Objectives

A meeting of the full Alumni Board will focus on enhancing alumni understanding of and involvement in advancing a specific university priority. Therefore each meeting will include representation from campus leadership and will be structured half as team training for the Alumni Board and half as a focus group conversation.

Region-specific meetings are work sessions that focus on assessing the health of the alumni Bear Network and developing specific engagement strategies to grow and enhance the Bear Network.

### Meeting Schedule and Time Commitment

The Alumni Board operates along the university fiscal year schedule, July to June.

- Fall Alumni Board Meeting – 2 hours
- Fall Region Specific Meetings – 90 minutes
- Spring Alumni Board Meeting – 2 hours
- Spring Region Specific Meetings – 90 minutes
- Summer Board Nominations Call – 30 minutes
- Summer Board Member Evaluation Meeting or Call – 30 minutes
- Summer New Member Orientation (does not require full board participation) – 90 minutes

Additional time commitments include participation in special events throughout the year which may include Homecoming, Commencement, Honored Alumni, Volunteer Leadership Summit or other events.