



Alumni Executive Board Expectations

We are grateful for our alumni who volunteer and give back to their alma mater through service to the Alumni Executive Board and to various alumni events. Their service represents a voice from the greater community of the Wayland Alumni Association and accountability for the office that serves these constituents.

In order to maintain an active, working board that benefits the larger institutional mission, the following guidelines are in place to ensure a positive experience for both the board member and the board as a whole.

As a member of the Wayland Alumni Executive Board, you will be expected to:

1. **Serve a four-year term**, with the possibility of an additional four-year term consecutively afterward before being required to sit out one year.
2. **Consider service as a board officer**, which would require being the vice president during the second year of your four-year term, followed by a year as president and a year as past president. Agreement to serve as vice president is considered agreement to serve afterward as president.
3. **Attend meetings of the board** and participate actively in discussions. Because a quorum of six members is needed to conduct voting business, it is imperative that every member make every effort to attend either in person or via teleconferencing as needed. Regular meetings are set for 5:30 p.m. on the first Thursday of each month. Other meetings may be scheduled if business requires, and those dates will be set as far in advance as possible to ensure maximum attendance.
4. **Contribute financially to the university** at a level in which you are comfortable each year of your service on the board. Financial contributions show a level of investment in the organization typically expected of board members who are shaping procedures. Giving can be to any area of the campus a board member desires and at any time during the year that works within your family budget. The director can help you set up monthly giving if preferred and direct contributions if needed.
5. **Attend university alumni functions** as much as possible. Your presence shows support for alumni programming and provides hands-on service that adds another touchpoint for other alumni. As a minimum requirement, you will be required to attend two major events and at least one minor event per school year. We understand that extenuating circumstances arise, but events are calendared far in advance to plan to attend as much as possible. (See attached calendar of events to see exact dates for the school year.)



Major Events

- Homecoming (Oct./Nov. in Plainview)
- Graduation Reception – fall (Dec. in Plainview)
- Graduation Reception – spring (May in Plainview)
- Koinonia Initiation of the Flame (August)

Minor Events

- Late-Night Study Breaks – serving breakfast (fall)
- Late-Night Study Breaks – serving breakfast (spring)
- Koinonia student move-in/lunch (fall)
- Alumni Events in other cities (locations vary)
- Alumni Events in Plainview (dates vary)
- Family Weekend (Feb. in Plainview)

In return, as a board member, you can expect the following:

1. An **agenda will be distributed** to members at least one week in advance of a regular meeting in order to prepare for business at hand. If you have business to place on the agenda in advance, please contact the director in advance. Other business can always be added at the end if time allows. The agenda may be accompanied by documents that require reading in preparation for discussion or voting.
2. The director or board president **will hold board members accountable** for fulfilling these expectations and may need to initiate a conversation with those who are not participating at an acceptable level. The goal will always be to restore a board member to full service that is fulfilling to all parties if at all possible.
3. If a board member feels at any time they are unable to continue in their duties, they should notify the Director of Alumni Relations in writing of their resignation. Any issues they have with the board should also be brought to the Director or the Board President. A replacement will be selected by the remaining board to fill the unexpired term.

I have read and understood the above expectations for service on the alumni board.

Signature

Date