

Duties and Responsibilities of Committee Chairs:

- Strategize with the Alumni Affairs Office, assigned staff liaisons and Committee Vice Chair to establish strategic goals that are in alignment with Committee objectives and the strategic plan of the College, while embracing a progressive forward thinking approach to achieving the goals
- Collaborate and involve Committee Vice Chair and staff liaisons to ensure alignment with goals and objectives of the Committee
- Share and discuss strategic Committee goals and objectives with Committee members
- Establish action plans and appropriate timelines
- Assume responsibility for meeting established Committee goals and objectives
- Establish meeting agenda and provide copy to Alumni Board Secretary at least 2 weeks before each regular meeting of the Alumni Board
- Distribute agenda to Committee members in advance of each meeting
- Schedule date and time of interim Committee meetings (to be conducted via conference calls), as necessary, to conduct business between regular AB meetings
- Conduct Committee meetings and guide Committee through the agenda items
- Prepare minutes of Committee meetings (or assign to a Committee member) and provide copies to the Alumni Board Secretary within 2 weeks of the meeting
- Distribute materials to Committee members, and take such other steps, as necessary, to keep members fully informed
- Establish Committee working groups, as necessary, to complete assigned tasks
- Prepare written annual report at the end of the school year outlining major activities and accomplishments of the Committee
- Encourage full participation of Committee members by involving each member in the activities and work of the Committee, to ensure that effective decisions are made and carried out
- Recommend to the Executive Committee the reappointment of Committee members
- Ask the Executive Committee to remove members who are not fulfilling their obligations

Duties and Responsibilities of Committee Vice Chairs:

- Fulfill the duties of the Chair in his or her absence or inability to perform
- Record attendance at Committee meetings
- Take minutes of Committee meetings, at the request of the Chair
- Assist the Chair in running meetings and ensuring member participation
- Assist the Chair in the preparation of Committee meeting agendas
- Notify members of interim Committee meetings
- Perform such other duties and responsibilities as assigned by the Chair