Board of Directors Job Description and Expectations

Purpose: The Lehigh University Alumni Association (LUAA) Board of Directors assists the Alumni Relations staff in strategic planning to ensure that the activities and programs of LUAA are implemented in a manner consistent with the University’s mission.

LUAA's Board members play an integral role in strengthening and expanding the reach of the Alumni Association by communicating and promoting Lehigh’s programs, services and events to the alumni community. One's acceptance of their nomination to serve as a member conveys their conscientious intent to actively contribute to the Board’s efforts which benefit our alumni at large.

Length of term: Three years

Expectations of Board members:

• Serve as an ambassador of and to alumni:
  • Be alert to alumni concerns that can be addressed by LUAA’s mission, objectives, and programs.
  • Stay abreast of items of interest at Lehigh and communicate to other alumni. Communicate and promote events, services and programs to the alumni community.
  • Represent the alumni’s interests, your decade, student affiliations, and other unique characteristics about your Lehigh experience.

• Serve as a passionate, engaged Board and committee member:
  • Serve actively on a committee, in its meetings, in establishing its goals, and in delivering on them in and between the meetings (in person or remotely).
  • Actively participate in all full Board meetings and activities.
  • Stay on top of updates and administrative matters. Review agenda and supporting materials prior to Board and committee meetings. Sign volunteer agreement, confidentiality policy, conflict-of-interest policy, and follow By-Laws.

• Lead by example by contributing annually as you are able to the Lehigh Fund or any other designation.

• Proactively identify possible nominees the Board who can make significant contributions to the work of the Board and Lehigh.

Time commitments:

1. The Board has four half- or full-day meetings on campus per year during which Board and committee work takes place and members learn about the latest developments regarding academics, student life, athletics and campus improvement plans. Board Members are expected to attend at least two meetings in person; two meetings can be done by phone. Here are the tentative dates for 2017 and 2018:
   • May during Alumni Weekend/Reunion (Friday, May 19, 2017 and TBD May/June 2018)
   • August in conjunction with the First-Year Rally (Saturday, August 26, 2017 and Saturday, August 25, 2018)
   • February/March (Saturday, 2017 and 2018 TBD)
   • October, in conjunction with Founder’s Day (Friday, October 6, 2017 and Friday October 5, 2018)

2. Committees of the Board meet during the interim between full Board meetings via conference calls, pending their respective work agenda.

3. Board members are urged to promote and attend Lehigh events in their area. Annual events that occur in most metropolitan areas include:
   • First Year Student Sendoffs (July - August)
   • Lehigh/Lafayette telecasts (November)
   • Professional Networking Events (throughout the year)
   • Regional/Club Events (throughout the year)
Personal characteristics that contribute to the board's productivity:

• Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group.
• Willing to prepare for and attend Board and committee meetings, ask questions, take initiative and responsibility and follow through on a given initiative.
• Possess honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values and concern for the university.