Lehigh University Alumni Association Board of Directors
Job Description and Expectations

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

LUAA's Board members play an integral role in strengthening and expanding the reach of the Alumni Association by communicating and promoting LUAA'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:
  o Be alert to alumni concerns that can be addressed by LUAA’s mission, objectives, and programs.
  o Stay abreast of items of interest at Lehigh and communicate to other alumni. Communicate and promote LUAA's events, services and programs to the alumni community.
  o Represent the alumni’s interests, your decade, student affiliations, and other unique characteristics about your Lehigh experience.

- Serve as passionate, engaged Board and committee member:
  o 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).
  o Actively participate in all full Board meetings (October and March), Volunteer Leadership Forum/Training (August-held in conjunction with Rally) and in other Board meetings and activities.
  o 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 participating in fund raising efforts and contributing annually as you are able to the Lehigh Fund.
- Proactively identify possible nominees the Board who can make significant contributions to the work of the Board and the organization.

Time commitment:

1. The Board has two mandatory on campus meetings per year (one in the fall semester and one in the spring semester) during which Board and committee work takes place and members learn about the latest developments regarding academics, student life, athletics and campus improvement plans. Campus meetings are full day events.
2. The Board has a full-day training event held annually in August for the Board and other key volunteer groups, aligned with the Alumni/First-Year Student Rally.
3. The Board holds the annual LUAA meeting during Alumni Weekend in May in which the full Board participates. Additionally, the Board gathers and meets during Alumni Weekend.
4. Committees of the Board meet during the interim of full Board meetings via conference calls, pending their respective work agenda.
5. Board members are expected to promote and attend Homecoming (fall) and Alumni Weekend (May).
6. Board members are expected to promote and attend at least two of the following events:
   Send-offs (July - August)
   Annual Rally (August)
   Homecoming (September)
   Founder's Day (October)
   Lehigh/Lafayette game or telecasts (November)
   Career Networking Events
   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.

Tentative Outline of Yearly Schedule and Important Events:

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>June</td>
<td>Introductory Committee Conference Call</td>
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<tr>
<td></td>
<td>(Monthly committee calls throughout the year)</td>
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<tr>
<td>July</td>
<td>Student Send-offs</td>
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<tr>
<td>August</td>
<td>Student Send-offs</td>
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<tr>
<td></td>
<td>Volunteer Leadership Forum / Incoming Student Rally</td>
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<tr>
<td>September</td>
<td>Homecoming</td>
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<tr>
<td>October</td>
<td>Founders Day</td>
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<td></td>
<td><strong>Board of Directors Meeting</strong></td>
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<tr>
<td>November</td>
<td>Lehigh vs. Lafayette/Telecasts</td>
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<tr>
<td>March</td>
<td><strong>Board of Directors Meeting</strong></td>
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<tr>
<td>May</td>
<td>Alumni Weekend (Annual Meeting of the Alumni Association) / Commencement</td>
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