

WARTBURG ALUMNI BOARD

Position Description

MISSION STATEMENT: To actively advance and participate in the mission of Wartburg College through alumni connections.

Position: At-large member of the Wartburg Alumni Board

Description: Serve as a volunteer member of the Wartburg Alumni Board representing alumni and serve as a liaison for the sharing of information between alumni and the college. The alumni board provides advice and support to the professional staff in the office of Alumni & Parent Relations. In addition the board will assist in encouraging alumni participation in the life of Wartburg College.

Responsible to: President, Alumni Board

Director of Alumni and Parent Relations

Term: Members are elected to a two (2) year term. Members can serve up to three consecutive terms for a total of six years.

Meetings: Board meetings are held two (2) times per year. Members will be assigned to Board related committee work and are required to participate in those meetings.

Primary Responsibilities:

PARTICIPATE

1. Participate in all scheduled board and committee meetings. (Full board meetings are typically held during homecoming and Rice Day.) Board members who miss two meetings during their term are considered to have resigned.
2. Accept leadership and participatory roles in college programs and activities as needed, including but not limited to hosting events during homecoming weekend and RICE Day.
3. Respond to inquiries from Alumni office. Primary means of communications will be electronic.
4. Serve on one alumni board committee.
5. Notify staff members of alumni concerns in your area.
6. Attend as many regional and campus activities as possible.
7. Volunteer to assist with at least two Homecoming events each year and Rice Day events as needed.
8. Perform Alumni Award research: Seek out and nominate alumni for the Alumni Citation and the Young Alumni Award.

9. Follow the Alumni Board Facebook Page.

PROVIDE

10. Contribute annually to the Alumni Board Scholarship Fund as part of the Board's goal of 100% participation in the Scholarship Fund.

11. Contribute annually to UKnight Day as part of the Board's goal of 100% participation during Wartburg's Day of Giving.

PROMOTE

12. Support and encourage active engagement of alumni in Wartburg College.

13. Promote regional event development under the direction and guidance of the staff.

14. Serve as a representative and spokesperson for Wartburg when requested, including representing Wartburg at local college fairs as needed, sending names of prospective students from your area to the Admissions Office; calling prospective students in your area as requested by Admissions staff

15. Provide leadership within the Board and in the community on behalf of Wartburg and its programs. Serve as an advocate for Wartburg.

16. Refer students through the Alumni Referral Award program and encourage other alumni to do the same.