

## **Alfred University Alumni Council**

### **New Member Orientation**

**Before beginning a new council member's orientation, email the following documents:**

**Constitution  
Bylaws  
Organizational Chart  
Term Expiration Sheet  
Alumni Council Member Contact List**

**Ask new member to review each of the documents prior to your call. This serves to stimulate questions and can shorten the amount of time needed for orientation.**

**Orientation is best performed in two telephone or one in-person session. In total, it can take about 60 minutes, but length of time is dependent on the number of questions asked.**

**Use the rest of this document as a guideline for orientation topics and content.**

### **Purpose of Council (as taken from the Constitution)**

- Provide the means for a continuing relationship between the University and alumni
- Encourage a deep concern among alumni for the welfare of the University made manifest by a commitment to provide service
- Work to preserve and enhance the history and traditions of the University
- Contribute towards maintaining the University in keeping with the aims and ideals of its charter
- Help attract outstanding students
- Support the career development of students and fellow alumni
- Encourage gifts of financial support to the University

### **Constitution/bylaws**

- Briefly go over constitution and bylaws, encouraging new council member to become very familiar with documents as they answer many questions

### **Organizational Chart**

- Explain organizational chart, including committees, their major activities, chairpersons and University liaisons

### **Term Expiration Chart**

- Explain term expiration chart and its use

## **Council Member Responsibilities**

- Following appointment to council, be available (by telephone, email and/or in person) for an orientation to the organization and council member responsibilities. A member of the Governance and Organizational Development Committee will do this.
- Be knowledgeable about important documents related to the Alumni Association/Council (Constitution, Bylaws, organizational chart, term expiration chart, etc.)
- Remain committed in supporting the purpose and direction of the Alumni Association, Council and University.
- Keep up to date about alumni and campus happenings by following: the AU website including the press release, alumni and alumni council sections; the AU Enews, Alfred Magazine, etc.
- Put forth a best effort to promote and participate in alumni events, alumni association/council events and University activities.
- Understand that council is a working board and that members must participate on council committees or special projects. On an ongoing basis, keep touch with committee members, and the university office/department that your committee interfaces with regarding progress on projects. Be sure to keep the council president and Alumni and Community Relations staff updated regarding committee ideas for projects and progress during implementation.
- Follow attendance guidelines. Although 100% attendance is strongly encouraged, per Constitution, council members must attend at least one meeting per calendar year. Council members failing to do so will be considered inactive and having vacated their position.
- If unable to attend a meeting, notify the council president and/or Alumni & Community Relations staff. In addition, forward a written update related to the project being worked on to committee chairperson and the council president.
- Several months prior to the completion of a council term, members wishing to continue should notify the chairperson of the Governance and Organizational Development Committee, and council president.
- Help fill vacant council positions by submitting names of alumni you wish to have considered to the chairperson or member of the Governance and Organizational Development Committee. Consider the current decade distribution of council members prior to asking fellow alumni about their interest in serving. Take responsibility for describing council, including the meeting schedule, to the prospective council member and obtain/forward bio information for consideration of their appointment.

## **Meeting Locations/Dates**

- Fall meeting: in Alfred on a Friday - coincides with Homecoming Weekend
- Summer meeting: in Alfred on a Friday - coincides with Reunion Weekend

**New Member Term** (make sure new member knows when his term begins and ends and when his first and last meetings are – insure understanding of full and partial terms)

- New council member's first meeting is the fall meeting (Homecoming Weekend) unless brought on at a different time of the year than June
- Members' terms end with the June meeting (Reunion Weekend), which is their last meeting
- A council member who is completing a term for a member who vacated their position early is eligible to serve for two additional terms
- After serving a second full term council members must sit out for one year before returning to council

**C.P.K. updated 2/06**

### **Council Website**

- Describe what is on alumni association and alumni council website

### **Keeping Informed and Current**

- Encourage new member to be familiar with: entire AU website with particular attention to the press release and alumni pages; subscribe to and read enews; read Alfred Magazine and other publications

### **Communicating and Updating**

- Council members should communicate regularly with their committee chairperson and University liaison about the progress of their projects. Committee chairpersons should communicate regularly regarding same with Mark Shardlow, Cindy Lewis and the council president

### **Committee Assignment and/or Special Project**

- Explain current committee projects and help new members decide which committee he/she would like to be on. Members can be on more than one committee, occasionally help another committee when there is need, or work with a University office on a special project.