

# Alfred University

## A L U M N I C O U N C I L

### Alumni Council Member Responsibilities

1. Remain committed in supporting the purpose and direction of the Alumni Association, Council and Alfred University.
2. Foster a spirit of loyalty among graduates, former students, and friends of the University.
3. Promote and participate in alumni events, Alumni Association, Alumni Council events and University activities including Homecoming and Reunion activities annually. Register for in a timely manner and attend these events when at all possible. An Alumni Council discount is provided for event fees.
4. Attend all Council meetings on campus<sup>1</sup> as well as the annual meeting of the Alumni Association, unless excused by the President.
5. Be available between meetings for regular communication<sup>2</sup> related to Alumni Council work.
6. Participate as a member of one standing and one ad-hoc committee.
7. Chair or co-chair a standing or ad-hoc committee during a three-year term.
8. Submit names of alumni you wish to have considered for Alumni Council vacancies.
9. Identify candidates for Alumni Association Awards.
10. Be knowledgeable about important documents related to the Alumni Association and Alumni Council (Constitution, Bylaws, organizational chart, term expiration chart, etc.).
11. Be an active financial supporter of Alfred University's annual fund. We wish to reach a goal of 100% giving (any contribution amount) for the Alumni council each year. We must lead by example!

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<sup>1</sup> Meetings are held the Friday of Homecoming Weekend and the Friday of Reunion Weekend. Councilors are responsible for arranging and paying for their own transportation and overnight accommodations for all meetings. Travel directions can be found here: [http://www.alfred.edu/glance/directions\\_to\\_alfred.cfm](http://www.alfred.edu/glance/directions_to_alfred.cfm). Accommodation options can be found here: <http://www.alfred.edu/community/lodging.cfm>

<sup>2</sup> All councilors are required to have telephone access for conference calls between meetings, and computer access and an active email address which they check frequently, as Alumni Council documents are shared by email and often require councilor feedback.