

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 Engagement. In addition, the board will assist in encouraging alumni participation in the life of Wartburg College.

Responsible to: President, Alumni Board

Director of Alumni & Parent Engagement

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 will be asked to meet with the president and president-elect to evaluate membership.
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 the Alumni & Parent Engagement 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, calling prospective students in your area as requested by Admissions staff, volunteer at Alumni & Parent Engagement events, and refer students through the Alumni Referral Award program.
15. Provide leadership within the Board and in the community on behalf of Wartburg and its programs. Serve as an advocate for Wartburg.