

Duchesne Alumnae Board Member Job Description

Title: Alumnae Board Member

Term of Office: Three years with an additional three year term upon request of the Nominating Committee

Accountable To: Alumnae Board President

Purpose: To further a close relationship with Duchesne Academy of the Sacred Heart and foster a spirit of unity among the Alumnae of the College and Academy. To further the interests and general welfare of the Academy, to create scholarships, to assist the Academy financially to maintain or advance the cause of higher education and faith development, along with the other goals of the Sacred Heart.

Time Commitment: The Duchesne Alumnae Board is a working board. The Board sponsors a number of Alumnae Events and activities throughout the year. The Alumnae Board meets once a month for approximately one hour from September through June. Additional time is required depending on the size and scope of the Alumnae sponsored Event or activity.

Responsibilities:

- Be an active member of the Duchesne Alumnae Association, helping the Board achieve its goals and engage other alumnae
- Attend Board Meetings monthly from September through June
- Serve on Committees or Task Forces as requested by the Board President, attending relevant Committee meetings
- Attend and participate in the annual Strategic Planning meeting for Board Members
- Review agendas, minutes and support materials prior to Board and Committee meetings
- Co-Chair at least 1 Board sponsored Event and volunteer to work on 1-2 other events or activities sponsored by the Board
 - All members assist in staffing the annual All School Reunion
- Suggest potential Board nominees who can make time commitments and contribute to the work of the Alumnae Board
- Keep up to date on the accomplishments of the Academy and its students, serving as an Ambassador for Duchesne Academy
- Assist the Board in carrying out its fiduciary responsibilities by reviewing the Board's financial statements and annual budget
- Help Board reach 100% participation in annual Duchesne Fund giving by making a financial gift that is meaningful to you
- Assist in fundraising efforts for Duchesne Academy
- Follow and observe all confidentiality policies

Updated: January 2019