



## Alumni Advisory Board Bylaws

### I. Purpose Statement

The purpose of Whitfield's Alumni Advisory Board (AAB) is to encourage a lifelong connection between alumni and the School through social and professional activities and to promote and sustain both current and future philanthropic support for Whitfield's mission. The purpose of the Alumni Advisory Board is to operate at the strategic level on alumni programming and communications related to engagement, giving, and service.

### II. Proposed Board Structure

#### **3 Pillars: (i) Governance, (ii) Engagement, (iii) Giving**

*Governance* – members (President, President-elect, and secretary) will oversee the running of the Alumni Board and nominating processes for new board members and will, as appropriate, encourage membership

*Engagement* – members will advise on strategy for programs, events, and communications targeted towards engaging the alumni community

*Giving* – members will partner with the Director of Development and Director of Alumni Relations to provide insight and feedback on fundraising and volunteer opportunities

#### **Proposed Meetings Calendar:**

- September (Virtual)
- November (Virtual)
- February (Virtual)
- April (Virtual)
- June (Virtual)

*\*As meeting agendas are created, fluidity of meeting type will be considered (strategy session, check-in, etc.)*

**Proposed board member count: 7-9**

**Proposed Term Limit:**

- 3 2-year terms (a maximum of 6 years)
- Ideally, 3-4 positions will be opened per rotation after the first 2 years
  - A member of the Alumni Advisory Board is appointed to hold the position based on demonstrated involvement, support, and commitment to Whitfield School and the Alumni Association. In accepting this two-year appointment, the member agrees to fulfill, to the best of their ability, the requirements and responsibilities associated with Alumni Advisory Board membership.

**Proposed Organization:**

- President and President-Elect schedule
- The Board will always include (i) a President and (ii) a President-Elect
- An individual will serve a 2-year term as President-Elect and 2-year term as President
- President-Elect must have served at least one year on the Board prior to nomination
- A quorum for meetings is 50%+1
- Eligibility for Board occurs 3 years post-graduation from Whitfield
- 1-2 college-age non-voting members may be on the Board at a time
- The Board should be representative of the alumni community and be diverse in era, geographic location, race/ethnicity, etc.

**III. Responsibilities of Alumni Advisory Board Members****Responsibilities for General Members:**

- Be well-versed in Whitfield's mission, goals, and needs, for the current year and long term
- Serve as an ambassador for Whitfield School, working to increase the school's visibility and reputation among alumni and the wider community
- Regularly review, revise, and execute an Alumni Strategic Plan to provide direction in alumni engagement strategies. This 3-5 year Alumni Strategic Plan should be reviewed annually.
- Participate in the school's annual fundraising efforts by making a gift of any size to the Whitfield Fund
- Research and identify ways to increase engagement
- Routinely examine metrics and solicit feedback for effectiveness and efficiency of events and programs
- Partner with the Development Team for Alumni Giving and ensure relationship cultivation is a part of every program/event
- Attend and actively participate in most, if not all, meetings, understanding that work and family come first
- Participate in and promote alumni events and programming
- Assist with special projects as needed

**Responsibilities of the President:**

- Provide overall leadership and direction to the Alumni Advisory Board

- Be familiar with all areas of the school's alumni activity
- Set agenda for AAB meetings with the Director of Alumni Relations and Board leadership
- Address Board Members who may not be upholding their commitment to the Board and find a solution for both the Board and Board Member

**Responsibilities of the President-Elect:**

- Preside over Alumni Advisory Board meetings if the President is not available
- Lead the AAB in the nomination process for new members, School Board nominations and Alumni Awards (existing and future)
- Prepare to assume the office of President at the end of the one-year term

**Responsibilities of the Secretary:**

- Work with the President and President-Elect to create meeting agendas
- Send out meeting agenda prior to the next meeting
- Document and accurately take notes during Alumni Advisory Board meetings
- Share meeting notes and next steps in a timely manner
- Track meeting attendance

**IV. Process for Nominating and Voting For New Board Members**

- At the May Alumni Advisory Board meeting, nominations from alumni will be discussed and brought forward to the Board. Prior to that meeting, an email will be sent out, in early April, reminding alumni of Board nominations and asking for qualified candidates.
- Candidates can be submitted by emailing the President-Elect and briefly indicating why each is a strong candidate for the AAB. Emails can be received until the day before the May meeting.
  - Qualifications may include:
    - Skills in representing and advocating for alumni.
    - Strong leadership abilities
    - Pride in Whitfield School as reflected in contributions such as attendance at alumni events, communication with other alumni, financial contributions, etc.
- The AAB President-Elect will review all nominations received
- At the May meeting, the AAB shall review all nominations, and by a vote with a simple majority, will elect nominees to become Board members
- New Board members will start their term in August at the start of the school year

**Alumni Advisory Board Member Contract**

I, \_\_\_\_\_, understand that as a member of the Alumni Advisory Board of Whitfield School, I will work to ensure that the school does the best work possible in pursuit of its goals as they pertain to alumni. I believe in the purpose and the mission of the School, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I will interpret the school's work and values to the community, represent the organization, and act as a spokesperson.
2. In turn, I will interpret our constituencies' needs and values to the school, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will attend board meetings and alumni special events.
4. Each year, but no later than December 31 of each year, and without having to be asked, I will make a personal financial contribution at a level that is meaningful to me.
5. I will actively participate in one or more fundraising activities.
6. I will excuse myself from discussions and votes where I have a conflict of interest.
7. I will stay informed about what's going on at Whitfield School. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
8. I will work in good faith with staff and other board members as partners toward the achievement of our goals.

If I don't fulfill these commitments to the organization, I will expect the Board President to call me and discuss my responsibilities with me.

Signed: by \_\_\_\_\_,  
Board Member

Date \_\_\_\_\_

and by \_\_\_\_\_,  
Alumni Advisory Board President

Date \_\_\_\_\_

*\*2 copies must be signed – 1 to stay with the Board President and 1 to stay with the Board Member. A signed digital copy may be shared in lieu of physical copies.*