

GUIDELINES FOR
AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY'S
ALUMNI LEADERSHIP TEAM

PURPOSE: Austin Seminary Association (ASA), under the auspices of the Office of Institutional Advancement of Austin Presbyterian Theological Seminary, exists to communicate, advocate, care and connect Austin Seminary's alumni with Austin Seminary's mission:

For the glory of God and to proclaim the gospel of Jesus Christ, Austin Presbyterian Theological Seminary is a seminary in the Presbyterian-Reformed tradition whose mission is to educate and equip people for ordained Christian ministry and other forms of Christian service and leadership; to employ its resources for the nurture of the church; to practice and promote critical theological thought and research; to engage a range of voices and perspectives within and beyond the life of the seminary; and to be a winsome and exemplary community of God's people.

PURPOSE OF GUIDELINES: The purpose of these guidelines is to provide preferred recommendations for best practices and procedures for the leadership team to fulfill biennial goals, but the guidelines are not considered mandatory.

MEMBERSHIP: All graduates are, by definition, members of the ASA. Others are encouraged to become members by declaration of intent to support the Austin Seminary community.

LEADERSHIP TEAM

- A. The Leadership Team shall be composed of 10 to 14 alumni volunteers (or others at the discretion of the Leadership Team), ordinarily arranged in 2 classes of 5 to 7 each, serving a term of 4 years, with classes being elected biennially. The President(s) of the Student Body shall be ex-officio member(s) of the Leadership Team. The President of Austin Presbyterian Theological Seminary (Austin Seminary), and the Director of Alumni Relations shall be advisory members to the Leadership Team.
- B. Nominations for Leadership Team and its officers shall be proposed by a Nominating Task Force appointed by the Leadership team. The Nominating Task Force may include alumni not currently part of the Leadership Team. Every other May, the Nominating Task Force will present a slate of nominations to the Leadership Team for selection and approval. Nominees will then be presented to the ASA for final consent.
- C. The Leadership Team is representative of alumni across the country and shall reflect the full expression of the rich diversity of the alumni base. The Leadership Team may also recognize the need for appropriate experience and knowledge of such matters as required for it to properly exercise its responsibilities. Members of the Leadership Team shall be chosen on the basis of their commitment to, concern for, and knowledge of the purpose of the ASA. Members of the Leadership Team shall be subject to all policies and procedures of Austin Seminary.

- D. Newly elected Leadership Team members shall take office at the beginning of every other academic year, July 1. Generally, members will serve one 4-year term; however members can extend their term one additional year, if needed, to fill vacant leadership team spots or to provide continuity for the team. Members are eligible for another term after a 4 year-lapse.
- E. The Leadership Team shall hold at least two stated meetings per year; usually in September and the week of Midwinter Lectures.
- F. The Officers of the Leadership Team shall be a Chair, a Co-Chair, and a Clerk (all of whom shall be members of the Leadership team). They shall hold 2-year terms, beginning July 1 every other year. In case offices become vacant, the Leadership Team will select successors from the Leadership Team.
 - a. The Chair shall preside at all meetings of the Leadership Team and other ASA related meetings or events.
 - b. The Co-Chair shall assume the duties of the Chair in their absence and discharge such functions as the Chair shall designate.
 - c. The Clerk of the Leadership Team shall record highlights and actions of the Leadership Team meetings and related events and activities.

BIENNIAL GOALS AND TASK FORCES

- A. In order to achieve its purpose, the responsibility for directing, guiding, and planning ASA activities shall be entrusted to the Leadership Team, guided by “Expectations of Austin Seminary Association Leadership Team Members” (see Appendix A).
- B. Each biennial, when a new class of Leadership Team members begins a term, the Team will establish 3-5 goals they deem important to communicate, advocate, care, and connect with Austin Seminary’s alumni. Such goals may include, but are not limited to, the following areas: communication, alumni advocacy, fundraising and recruitment, pastoral care, student engagement and the ongoing interpretation of Austin Seminary’s news and mission. Austin Seminary may appoint appropriate staff to assist the Leadership Team with maintaining, coordinating, and administering its various tasks.
- C. When establishing biennial goals, the Leadership Team will also establish metrics and/or outcomes to evaluate if goals are achieved.
- D. The Leadership Team will establish a Task Force for each goal. Each Task Force will include Leadership Team members and may include other alumni who have the experience, skills, and/or passion needed to help a Task Force achieve its goal. Efforts will be made to ensure Task Forces are representative of the rich diversity of the alumni base (including but not limited to denomination, degree programs, graduation year, gender identity, ability, race, age, geographical location.)

- E. At the end of each biennial, the Team will collectively decide whether a biennial task force should be dismissed or retained for another biennial.
- F. In addition to the biennial Task Forces, the Team will routinely have two standing task forces: the Executive Task Force and the Nominating Task Force.
 - 1. The **Executive Task Force** shall be composed of Chair, Co-chair, Clerk and the Immediate Past Chair of the Leadership Team. The Executive Task Force will only meet when the Chair deems appropriate. The responsibility of the Task Force will be to help advise and communicate with alumni and the Seminary on critical issues impacting alumni (including the Leadership Team), the Seminary, and the greater Church. The Task Force may also, when needed, submit budget requests to Austin Seminary. (See paragraph G below.) The Director of Alumni relations may serve as an advisory member of the Executive Task Force without vote.
 - 2. The **Nominating Task Force's** responsibility will be to 1.) Recommend qualified alumni to serve on the Leadership Team and to recommend officers for the Team. 2.) Recommend candidates to be nominated for ASA Awards. These awards may be for lifetime achievement (including those serving the larger community) as well as awards to "spotlight" more recent accomplishments. The Leadership Team will make a final vote on those recognitions. All discussion related to potential nominees is considered confidential.
- G. Finances: The approved work of the Leadership Team is funded through the budget of the Office of Institutional Advancement of Austin Seminary. In collaboration with the Director of Alumni Relations, the Executive Task Force shall submit budget requests to Austin Seminary in accordance with the Seminary's budget procedures to be approved as part of the Seminary's annual budget by the Board of Trustees.
- H. Amendments: Each biennial, the Leadership Team may review and amend these guidelines as deemed necessary. Amendments to the guidelines shall be approved by the ASA at either the annual alumni celebration event or other in-person or virtual gathering.
- I. Archives: At the end of each biennial term of the Leadership Team, the Clerk should annotate these guidelines with notes, highlights, accomplishments of each task. This will provide future biennial teams continuity and guidance in establishing new goals.

Appendix A

Expectations of Austin Seminary Association Board Members

- Attendance at Leadership Team meetings (in person is strongly encouraged but when not possible, virtual attendance).
- Initiate and maintain relationship building with alumni.
- Serve as the liaison for alumni in the member's geographic region and/or class era or degree/certificate program, further developing that function to address needs as defined by the constituency and the Leadership Team.
- Serve as a resource of Austin Seminary news and information, particularly regarding events within the member's geographic area.
- In partnership with the Office of Admission, serve as an encourager and facilitator of the recruiting of prospective Austin Seminary students.
- Serve as a solicitor of support from alumni, both by example and, when needed, by active participation in fundraising efforts among alumni.
- Assist in identifying likely candidates to become future ASA Leadership Team Members.