



**TRUMAN STATE UNIVERSITY**  
**ALUMNI ASSOCIATION**  
**BOARD OF DIRECTORS**

**General Information**

- ◆ The Truman Alumni Association Board of Directors is comprised of at least 17 members representing various class years, majors, backgrounds, professions, geographic areas and residing throughout the United States.
- ◆ 12 members are chapter representatives, at least four are at-large members and the alumni director is a voting member.
- ◆ Board members who are elected as at-large members are encouraged to join the alumni chapter of their choosing.
- ◆ Board members who are elected as chapter representatives are required to meet with their chapter officers on a regular basis and keep them informed of Board policies and regulations, as well as the ongoing activities of the Board, the Alumni Association and the University. They should serve as mentors to chapter officers and assist with recruitment of chapter officers and chapter members. Many chapter representatives are also chapter officers or members of their chapter executive board. They should regularly participate in chapter activities.
- ◆ Alumni Association Directors are elected to two consecutive two-year terms and may be re-elected to an optional third two-year term.
- ◆ Currently, meetings are held two to three times each year: the spring meeting which coincides with the Foundation Banquet in April, the Summer Board Retreat (usually mid to late June or combined with the April meeting), and the fall Homecoming meeting on the Friday afternoon preceding Homecoming. Meeting attendance and participation in associated on-campus activities is expected to be a priority.
- ◆ Board meetings are held on campus; the Retreat may be hosted in a different city each year.
- ◆ The Board members typically meets the night before a Board meeting for dinner or refreshments. Family and guests are welcome at such events.
- ◆ During the Homecoming Board meeting weekend, Board members are requested to attend and assist with sponsored events such as the Alumni Banquet, ribbon cuttings and other ceremonies, class reunions, Bulldog football game and numerous other events.
- ◆ You are responsible for making your own travel plans and arrangements, and for payment of such expenses. Limited hotel accommodations are held in reserve for Board meetings and special events and may be arranged through the Office of Advancement. Expenses *may be deductible* on your income taxes (see your tax advisor for details), or you may submit your trip expenses for reimbursement (reimbursable amount is based upon miles traveled). See form on page 5 for reimbursable amounts. Another option is to donate your expenses to the Truman Foundation. See form on page 5 for directions.

- ◆ Keep in contact with your committee chair, the executive committee and/or the Alumni Office between meetings...
- ◆ Each Board member will receive a “Board binder” with official bylaws, committee lists, chapter information, etc...
- ◆ Attire for meetings is business dress or business casual unless otherwise stated.
- ◆ All Alumni Board members are encouraged to give at their capacity to the Truman State University Foundation on a regular yearly basis. The Board strives for 100% donor history each year. (Giving is based on a fiscal year: July 1-June 30)
- ◆ All Alumni Board members are required to be annual members of the chapter they represent and at large members are requested to join the chapter of their choice each calendar year.

### **What to Expect at a Meeting**

- ◆ You will receive meeting information via email approximately two to four weeks prior to each meeting. The information will contain a meeting agenda, minutes from the previous meeting and other pertinent material. To cut mail costs, documents are now posted on the Alumni Board webpage <http://alumni.truman.edu/AlumniBoard.asp>, and some on the Facebook Truman State University National Alumni Association Board of Directors group. Your name will be added to the other pages/groups and you will need to create a profile on Facebook to have access to the Board group there.
- ◆ The Alumni Relations Office requests that you RSVP your attendance to meetings in a prompt manner, at least two weeks prior to meeting dates.
- ◆ Meetings will include reports from standing committees and alumni chapter representatives, a University update, and other pertinent information and business.
- ◆ Each Board member is asked to serve on at least one committee of the Board. Since Board representation is throughout the state and nationwide, committees can stay in touch via email, phone, and/or even hold meetings via conference call. A toll-free conference number is available through the Office of Advancement and may be used for restricted times. Coordination with the director of alumni relations is necessary to utilize the conference line. Committees will be assigned business/projects at meetings for report at the next meeting.
- ◆ Terms, election process and other additional information are outlined in the Bylaws.
- ◆ Should you ever have any questions, please contact the director of alumni relations at (800) 452-6678 or (660) 785-4133.

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**ALUMNI ASSOCIATION PURPOSE STATEMENT**

The purpose of the Truman State University Alumni Association is to advance the goals of the University and to advance the interest and welfare of Truman State University students and alumni; provide opportunities for Truman State University alumni to become acquainted through alumni activities; encourage social and professional camaraderie among alumni; and stimulate opportunities for alumni to support the University in areas of public relations, student recruitment, fund-raising, and career networking.

**Qualifications**

A member of the Board of Directors is selected to hold the position based on commitment to Truman State University and to the goals of the Truman Alumni Association, distinguished personal and/or vocational achievement, and financial support of the University. Other desired qualifications include the ability to motivate individual members and committees; proven leadership in other organizations, associations or clubs, and the ability to set and achieve goals and objectives. Directors will be representatives of Truman's alumni chapters and/or members at large of the Association. All persons who have graduated from Truman State University or who have been officially enrolled at the University are eligible for consideration to the Board of Directors.

**Responsibilities**

In accepting the four- to six-year appointment, a member agrees to fulfill the responsibilities associated with Board membership:

- ◆ Maintain regular attendance at board functions.
- ◆ Attend campus alumni programs when possible, including Homecoming.
- ◆ Assist with planning and implementing alumni programs in your area, including promotion and attendance.
- ◆ Serve on committee(s) of the Alumni Board and actively participate in the functions of the committees.

Those committees include but are not limited to the following:

- Executive/Nominating
  - Chapter Development
  - Programs and Awards
  - Student Relations
- ◆ Exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at Board meetings.
  - ◆ Seek out and encourage talented alumni for volunteer roles such as the Board of Directors, chapter leaders, or chapter membership.
  - ◆ Contribute a financial gift annually to Truman State University. All Alumni Board members should contribute at a level appropriate to their capability as donors. It is important for Board members to set the example for all other alumni by showing financial support for the University. (*Giving is based on a fiscal year, July 1-June 30.*)
  - ◆ Assist the Awards Committee in identifying individuals for alumni awards.
  - ◆ Serve as an ambassador and advocate for Truman State University. This could involve talking with prospective students, meeting with other alumni, communicating with area legislators, attending local alumni events, etc.
  - ◆ Assist the University and the Office of Advancement in identifying and implementing programming that will enhance the student experience at Truman, thus helping to create more loyal alumni.
  - ◆ Become familiar with the programs and activities sponsored, organized, and coordinated by the Alumni Association and participate in them to the extent possible.
  - ◆ Stay abreast of campus news by reading alumni publications and other University material emailed or mailed to the home.
  - ◆ Offer ideas to help make the Board of Directors and the Alumni Association more meaningful to the alumni constituency and initiate Board activities.
  - ◆ Help the Advancement/Alumni Relations staff members evaluate programs; take initiative by informing them of opportunities for program development and/or funding.
  - ◆ Be respectful, sensitive and supportive of staff members and other Board members as they perform their duties.
  - ◆ Be responsive to communications from the Advancement/Alumni Relations staff, fellow Board members and alumni chapter leaders.

## **Board Member Measures of Success**

- ◆ You are recruiting new alumni volunteers.
- ◆ The committees on which you serve are active and growing.
- ◆ The alumni chapter area in which you reside/work is active and growing, and you are helping Truman State University gain greater recognition in your workplace, community and nationwide.
- ◆ Your volunteer efforts are having a positive impact on alumni participation in a variety of ways. You are helping to increase: attendance at alumni events, alumni involvement in student recruitment/student relations, career networking and placement initiatives, dollars raised through the Annual Fund and other alumni programs.
- ◆ The goals and objectives you set for yourself, your committee, and/or the goals of your chapter are realized within original timeframes and budgets (or within reasonable extensions).

## **Benefits**

As a member of the Truman Alumni Association Board of Directors, you will receive tremendous personal and professional satisfaction by giving your time and talents to your alma mater, to Truman students, and to fellow alumni. You will be recognized in the *Truman Review* magazine, the Truman State University web site, and through other relevant venues as much as possible.

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**TRAVEL REIMBURSEMENT POLICY**

Alumni Board Members shall be offered reimbursement for travel to Board meetings at the following rate:

<u>Distance to Meeting Place</u>	<u>Reimbursement</u>
0-100	Up to \$100
101-300	Up to \$200
301-500	Up to \$250
501-1,000	Up to \$300
Over 1,000	Up to \$350

- Note:
1. Board members may choose not to request travel reimbursement.
  2. Board members may choose to donate their reimbursement to the Foundation. (Please request signature label for check, sign and submit with form.)
  3. No reimbursement shall exceed actual expenses.
  4. Directors must submit an expense form with **itemized receipts**.
  5. The distance to meeting place criteria is estimated one-way mileage, not round trip.

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**Travel Reimbursement Expense Form**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Meeting Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Distance from home to meeting:** \_\_\_\_\_

<b>Travel Information (list type of expense)</b>	<b>Cost</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

**Total \$** \_\_\_\_\_

Note: Please attach all appropriate receipts or bills with this travel reimbursement request and submit to Truman State University, Office of Advancement, McClain Hall 205, Kirksville, MO 63501.