

EARLHAM COLLEGE ALUMNI COUNCIL

STATEMENT OF STRUCTURE

Last Revised: Spring 1998

- **PURPOSE**

The Earlham College Alumni Council, the working arm of the Earlham College Alumni Association, has as its purpose the advancement of Earlham College in collaboration with the Alumni and Development Office.

- **OBJECTIVES**

The goal of Alumni Council is to carry out functions commensurate with the constitution of the Alumni Association. Objectives supporting this goal are intended to result in the following.

- Heightened awareness of Earlham College as a Quaker learning community.
- Increased involvement of alumni with Earlham.
- Enhanced fellowship among alumni and with other constituents of Earlham.
- Increased giving and receiving of advice and information between Alumni Council, the Board of Trustees and Earlham.
- Strengthened collaboration between Alumni Council and the Alumni and Development Office.
- Increased financial and volunteer support of Earlham by alumni.

- **COMMITTEES**

In response to its purpose and objectives, committees with specific responsibilities, carry out the work of Alumni Council. Every Council member serves on at least one committee and is expected to participate in its related meetings. Committees meet at a designated time during the spring and fall meetings of Alumni Council. A convener of each committee is recommended by the Executive Committee and approved by Alumni Council. Members are consulted as to their choice of assignment. An appointee of the Alumni and Development Office serves as an ex-officio member on all committees.

An action plan is developed by each committee. Prior to implementation, the plan is reviewed by the Executive Committee. The plan is presented to Alumni Council and the Alumni and Development Office for approval. The following lists the committees and outlines the duties of each.

Executive

This committee is expected to meet in the spring and fall prior to convening Alumni Council. On an as needed basis, it may be necessary for members of the Executive Committee to be on campus for more time than is expected for other Council members. The chair of Alumni Council serves on the Board of Trustees along with three other members of the Alumni Association. These trustees serve as a communication link between Alumni Council and The Board of Trustees.

The Executive Committee is made up of the following members.

- Chair
- Vice-Chair
- Secretary
- Committee Conveners
- Appointee of the Alumni and Development Office

The Executive Committee does the following.

- Assures the mission, purpose and objectives of Alumni Council are responsive to the Constitution of the Alumni Association.
- Evaluates and recommends procedural and structural functions of Alumni Council.
- Recommends conveners and members for each committee.
- Provides guidelines for the development and implementation of an action plan for each committee.
- Plans and implements orientation for new members.
- Prepares the agenda for Alumni Council meetings in collaboration with staff of the Alumni and Development Office.
- Completes business of Alumni Council between scheduled meetings.
- Facilitates communication between Alumni Council, The Board of Trustees and Earlham.
- Reviews the Alumni Association Constitution and develops recommendations for refinement.
- Prepares and monitors the Alumni Council budget.

Nominating

This committee meets prior to the spring and fall meetings of Alumni Council to prepare a slate of candidates to fill vacancies and to nominate officers, regional conveners and alumni trustees. These recommendations, presented at the spring meeting, are subject to additions, deletion and approval of Alumni Council. New Council members assume their position at the fall meeting.

The Nominating Committee is made up of the following members.

- Chair
- Vice-Chair
- Secretary
- Committee conveners
- Two at-large representatives
- Appointee of the Alumni and Development Office

The Nominating Committee does the following.

- Submits a slate of alumni to fill vacancies.
- Recommends members for term renewal.
- Nominates a slate of conveners.
- Recommends alumni to fill trustee positions on the Board.

Recognition

This committee participates in activities associated with the recognition of alumni and others associated with Earlham.

The Recognition Committee does the following.

- Develops and implements a plan to recognize outstanding alumni and those performing a distinguished service.
- Develops and implements a plan to recognize contributions of retiring Alumni Council members.
- Develops and implements a plan to recognize retiring faculty members.

Campus Affairs

This committee, in support of the Alumni and Development Office, assists with planning and implementing activities taking place on campus. These activities are intended to strengthen alumni relationships with Earlham.

The Campus Affairs Committee does the following.

- Gives advice on planning and implementing events intended to bring alumni to campus.
- Encourages class agents to implement plans to keep class members in touch with each other and Earlham.
- Assists with planning and implementing student events sponsored by Alumni Council.
- Is available to support the Alumni Career Network and Career Panels.
- Reviews and makes recommendation regarding requests made by an individual student and/or student groups for funds to support activities and projects not available from other sources.
- Solicits funds from Council members for the senior class gift.

Off Campus Affairs

This committee, made up of Regional Association conveners and at-large representatives, assists the staff of the Alumni and Development Office with planning and implementing activities taking place away from campus. These activities are designed to foster fellowship and communication among alumni and with Earlham.

The Off-Campus Affairs Committee does the following.

- Assists with the planning and coordinating regional association events and those planned for target cities.
- Helps promote, Earlham sponsored, off-campus events.
- Is prepared to provide assistance for planning and coordinating educational excursions.
- Collaborates to provide assistance to young alumni.
- Participates in the development and implementation of new programs.

Marketing

This committee is available to Departments of Earlham to make recommendations and give assistance as requested. Additionally, this committee is responsible for assisting other Alumni Council committees to develop marketing plans for their projects. This committee also develops and implements plans for raising funds to support Alumni Council projects.

The Marketing Committee does the following.

- Is available to review publications targeted to alumni.
- Develops and implements a plan for raising awareness about alumni and Alumni Council activities.
- Develops a plan to promote name recognition of Earlham.
- Supports and assists the work of the Alumni Admissions Network
- Assists other Alumni Council committees to develop and implements plans to market their projects.
- Helps to implement a plan for an Alumni Association page on the Earlham web site.
- Assists with the preparation and implementation of alumni attitudinal survey.
- Develops and implements plans to raise funds for Alumni Council sponsored projects.