

## **ALUMNI BOARD OF DIRECTORS STATEMENT OF EXPECTATIONS**

The Pfeiffer University Alumni Board is the official representative body for all Pfeiffer University alumni and the liaison between alumni and university administration. As such, all members of the Alumni Board of Directors are asked to take an active role in representing a diverse alumni body in a manner that brings honor, dignity, recognition, and value to alumni and all facets of the University community.

The following are expectations for each member of the Alumni Board of Directors:

1. Attend at least one on-campus meeting and 50% of all meetings. The Alumni Association meeting held at Homecoming suffices as the required on-campus meeting. Remote access to meetings will be provided.
2. Professional demeanor using Robert's Rules of Etiquette is required during all meetings.
  - A) Only Alumni Board Members, Alumni, and invited guests will be admitted to meetings.
  - B) Cell phones must be muted.
  - C) Secondary conversations are discouraged.
3. Each member must complete and submit a written multi-year pledge form indicating his/her minimum level of financial support to the university for each year of board service. A pledge must be submitted to the Office of Advancement before service to the Alumni Board is allowed.
4. Each member is required to perform at least one of the following annually.
  - A) Attend and work an official Alumni Board assigned task at Homecoming.
  - B) Host a Pfeiffer after Pfive event in your area.
  - C) Assist with an event or service opportunity approved by Alumni Association President and Alumni Director.
5. Serve and actively participate on an Alumni Board Committee.
6. Must notify alumni director and alumni association president if you desire to retain your seat on the Alumni Board after you tenure is complete.

**I have read and understand the expectations for service as a member of the Alumni Board of Directors. Furthermore, I understand that failure to comply with these expectations will result in dismissal from the Alumni Board.**

**By signing this document I attest that I have submitted my financial pledge for the length of my Alumni Board tenure to the Office of Advancement.**

Signature \_\_\_\_\_

Date \_\_\_\_\_