

Wheaton College Alumni Board of Directors

Position: Alumni Trustee

Mission: *The Alumni Board of Directors serves as an inclusive voice of and for the alumni. In keeping with the College's mission, the board strives to foster meaningful connections and engagement between and among alumni, future alumni, and the College.*

Summary of Responsibilities: The Alumni Trustee provides the critical communication link between both the Alumni Board of Directors and the Board of Trustees. The Alumni Trustee attends meetings of both Boards, balancing the interests of each with equal importance. The Alumni Trustee must possess the ability to think broadly about the critical issues in higher education, as well as the short and long-term issues facing the College today. The Alumni Trustee works in collaboration with others to lead the College towards its goals for the future.

Description of Responsibilities:

- Attend meetings of both the Board of Trustees and the Alumni Board of Directors to create a strategic vision for the College with the full understanding that these meetings may not always coincide on the same weekend.
- Think and act creatively to continually promote and enhance the shared vision of the College, Trustees and Alumni Association.
- Share, promote, and solicit feedback about the strategic direction of the College, campus initiatives, and the College's needs with Wheaton College alumni.
- Be a voice for all members of the Wheaton College Alumni Association and an Ambassador for the College to the Association.
- Serve on Board of Trustee Committee(s) as assigned.
- Actively participate in ABD committee(s) (i.e., "working groups," "task forces," etc.), focusing on the success of Wheaton College in connection to the mission of the ABD.
- Report to the Alumni Board of Directors on the activities and decisions of the Trustees (as appropriate) at their meetings.
- Be a meaningful and active contributor to full board discussions and decision making.
- Consistently support Wheaton financially by donating to the Wheaton Fund on an annual basis.

Time Required: Although the Alumni Board of Directors and the Board of Trustees are both volunteer positions, both boards expect each of its members to dedicate the time necessary and expected to contribute to conscientious, substantive work. ABD Meetings: Every ABD member is expected to participate in three full meetings per year (fall, winter, summer). The ABD will also meet via conference call on an as-needed basis.

- ABD Meetings: Each ABD member is expected to actively participate in meetings (mostly virtual) for any committees to which she or he is appointed. Committees usually meet remotely several times in the interim between meetings of the full ABD.
- Board of Trustee Meetings: The Board of Trustees has three scheduled meetings a year (October, February and May) often with a fourth meeting/retreat over the summer. The BoT also meets via conference call on an as-needed basis. **The ABD & BoT make an effort to have their meetings over the same weekend, but this does not always happen.*

- Board of Trustee Committee Meetings: Each BoT member is expected to actively participate in meetings (mostly virtual) for any committees to which she or he is appointed.
- Communication: Every ABD and BoT member can expect to receive communications (often once or more per week) from Wheaton or other ABD members that may require follow-up.

Summary of Qualifications:

- Candidates must possess an appreciation for the activities of the Alumni Association, as well as the willingness and inclination to be a full and active participant on the Board of Trustees.
- Candidates must possess the ability to listen to and communicate regularly with other members of both Boards, both orally and in writing, and manage the interests of each in a fair and representative manner without conflict of interest.
- Candidates must demonstrate a tradition of philanthropy, strategic wisdom and relevant work experience. Where possible, it will be important to possess at least two of the three.
- The Alumni Trustee must be a graduate of Wheaton. Prior engagement in alumni activities or as an active volunteer with their class is important.
- Previous experience and/or involvement with other non-profit organizations, including serving on similar Boards, is helpful.
- Candidates will voice their opinion at meetings, but support policies and programs once established.
- Candidates will have an established history of making Wheaton a top philanthropic priority, relative to their ability, including supporting the Annual Fund each year. 100% participation in the Annual Fund by members of both Boards is the standard.

Term of Office: The term is five (5) years, beginning at the fall ABD and BoT meetings. Starting July 1.

REVISED: September 2018