

Alumni Board of Directors

Position Title: Member-At-Large

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.

Position Summary

Members-at-Large on the Alumni Board of Directors (ABD) act as a two-way bridge between Wheaton College and its alumni. They serve as representatives of the Alumni Association as a whole to the leadership of Wheaton College, specifically Alumni Relations, and they provide an important conduit for Wheaton to engage broadly with alumni. Members-at-Large bring their skills, time, expertise, and connections to the work of the ABD to build the Wheaton alumni community, provide insights and support to the College. Additionally, individuals in the Member-at-Large position are selected to serve as chairs and vice chairs of several of the standing committees of the ABD. These individuals lead the work associated with the committee and are a part of shaping the overall goals of the ABD.

Expectations & Responsibilities

Members-at-Large (MAL) are given two assignments per year (committee membership or other volunteer role). All members are expected to actively participate in the associated meetings and work. In the second and third years of their term, Members-at-Large may be selected for committee leadership (Chair or Vice Chair). MALs, like all ABD members, are expected to be active and consistent supporters of Wheaton, including donating financially to Wheaton Fund on an annual basis.

In addition, MALs will be responsible to/be:

- Share, promote, and solicit feedback about the strategic direction of the College, campus initiatives, and the College's needs with Wheaton College alumni.
- A voice for all members of the Wheaton College Alumni Association and an Ambassador for the College to the Association.
- 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. Actively participating is defined as attending meetings and arriving on time, completing any pre-work or meetings follow-ups, as well as responding to email correspondence in

- a timely fashion.
- Participate in the annual self-assessment process.

Time Commitment

While all ABD positions are volunteer roles, the MAL is expected to dedicate the time necessary to conscientiously contribute to the substantive work of the ABD, which includes the following:

- ABD Meetings: Every MAL member is expected to participate in three full meetings per year (fall, winter, summer). The ABD will also meet via Zoom or video conference as-needed basis. Board meetings are held virtually, with strong encouragement for MAL members to be onsite at Wheaton during our fall meeting.
- Committee Meetings: Each MAL member is expected to actively participate in meetings (all held virtually either synchronously or asynchronously) for any committees to which the member is appointed. Each member will serve on two committees each year during their tenure. Two of our current committees meet monthly throughout the year, while others concentrate their work during the months of December through February, meeting several times throughout that span of time.
- Communication: Every MAL member can expect to receive communications (often once or more per week) from Wheaton or other ABD members that may require follow-up.
- Leadership: In the 2nd and 3rd years of their term, Members-at-Large may be selected for committee leadership (Chair or Vice Chair). This would increase the time required of the individual's board service.

Qualifications

Nominees are expected to be an active part of Wheaton and committed to Wheaton's continued improvement. Nominees are not required to have served previously as a volunteer on behalf of the College. Nominees are expected to have donated to the College within the last 5 years, either with their time, talent or treasure.

Core Competencies

- Commitment to Wheaton
- Interpersonal Skills
- Continuous Learning & Adaptability
- Time Management & Reliable Delivery

Term of Office: The term is three years, starting July 1.

REVISED: October 2024