



Board of Directors Application Packet

**Please submit application by February 28, 2018
For service commencing July 1, 2018**

PITT-JOHNSTOWN BOARD MEMBER DUTIES & RESPONSIBILITIES

Role

Contributes to the development of the Association by participating in implementation of Association goals, participating in Association – sponsored activities, serving on committees as specified in the bylaws and representing the Alumni Association in University functions. A one-term commitment is required, which consists of three years of service. First term board members are eligible to serve a second consecutive term as an elected director.

Position Description and Responsibilities

- Must be a paid (Gold) member, in good standing, of the Pitt-Johnstown Alumni Association
- Attendance at all meetings of the Board, including regularly scheduled meetings as well as any special or emergency meetings. Fifty percent attendance of scheduled meetings is expected of all Board members. Special or unusual circumstances that prevent meeting this requirement should be brought to the attention of the Association's Executive Committee or President for discussion and consideration.
- Participate on assigned committees. Each Board member is required to serve on at least one Standing Committee and at least one Project Committee. Board members may be asked to assume leadership roles.
- Attend meetings prepared to contribute to the discussion of issues and business listed on the agenda and contained in supplemental materials.
- Contribute a financial gift annually to the University of Pittsburgh at Johnstown.
- Become familiar with the programs and activities sponsored by the Alumni Association and participate in the functions as much as possible, particularly membership drive, Homecoming Alumni Gala, Mountain Cat Tournament, and Dinner Theatre/Special Events/Log Cabin.
- Avoid conflicts of interest between role as Board member and personal/professional life. Should conflicts arise, the Board must be informed and participation in discussion/voting will be prohibited.
- Exercise loyalty towards the Board and maintain confidentiality of all business conducted in Executive sessions.
- Actively identify, recruit and cultivate new board members, volunteers and event sponsors.
- Serve as an ambassador and advocate for the University of Pittsburgh at Johnstown.
- Assist the Board of Directors in identifying and implementing programs that will increase the Alumni Association's presence on campus and to the student body.

- The long-term goal is that continued development of the Association through new and loyal alumni.
- Assist in the evaluation of programs, offer ideas, and initiate activities.
- Support other Board members and staff in the performance of their duties.

What's In It for You?

- Efficient use of time for projects related to the Alumni Association and the University
- Support and resources to accomplish projects
- Recognition and acknowledgment for efforts, service, and commitment
- Networking opportunities with other Pitt-Johnstown alumni
- Personal satisfaction by giving time to your Alma Mater

STANDING COMMITTEES

Executive Committee

Role

Conducts all business essential to operations of the Pitt Johnstown Alumni Association

Membership

President, Vice President, Secretary, Treasurer, Past President, Standing Committee Chairs and Institutional Advancement Office Representative

Responsibilities

- Meets a minimum of four (4) times annually and more frequently as needed.
- Addresses all business in advance of regularly scheduled full Alumni Association meetings.
- Conducts all business in accordance with the requirements and timeframes set forth by the Association's by-laws.
- Performs items of business or tasks suggested by the Board of Directors

Membership Development / Student Affairs Committee

Role

Supports current and plans for the future growth and development of Alumni Association including the Student Alumni Association.

Responsibilities

- Explores and develops projects that will increase Alumni Association's presence and visibility
- Participates in Alumni Association activities that promote membership
- Identifies benefits packages that can be offered to Alumni who join the Association
- Develops promotional materials
- Works in conjunction with and supports other Association committees to increase Association membership
- Participates with student organizations to plan events, including, but not limited to, Homecoming

Nominating Committee

Role

Assesses interest and recruits candidates for the Alumni Association Board of Directors.

Responsibilities

- Reviews current Pitt Alumni Association members, seeking input from current council members to identify potential candidates for board positions. Efforts will be made to establish a cross-section of Board members that reflects a variety of graduation dates and professional knowledge.
- Assesses the needs of the current board, in collaboration with the Executive Committee, to identify skills and characteristics necessary for efficient and effective operations.
- Screens potential candidates for interest and skills, provides candidates information about Board functions & expectations of those who serve on the Board, gathers information about the candidate for Board consideration.
- Recommendations and final candidate selection is to be based on the existing needs of the board.
- Presents biographical information of all candidates to the Executive Council prior to making any commitment to the individual(s) under consideration.
- Assists in orienting new Board members
- The Executive Committee of the Pitt Johnstown Alumni Association maintains the authority to determine the final selection of nominees.

Public Relations Committee

Role

Develops and implements plans that promote Alumni Association activities

Responsibilities

- Interfaces with other Alumni Association committees to identify upcoming events and determine advertising & promotional needs
- Promotes the Alumni Association outside the greater Johnstown area by developing and implementing activities in other regions.
- Develops overall plan to promote activities considering target audience and budget.
- Presents promotional plans to the Executive Committee for approval
- Implements promotional activities in coordination with the Alumni Association Board of Directors, Committee Members and appropriate University of Pittsburgh at Johnstown Alumni and Community Relations Office and Administrative staff

PROJECT COMMITTEES

- Alumni Gala
- Dinner Theatre/Special Events/Log Cabin
- Homecoming
- Mountain Cat Tournament

This list is accurate as of January 2018, however is subject to change.

Pitt-Johnstown Alumni Association Board of Directors Application Form

Due 2.28.18

Personal Data

Name (last, first, middle)		Maiden Name (if applicable)
Permanent Street Address		
City	State	Zip Code
Home Telephone Number	Work Telephone Number	Cellular Telephone Number
Email Address		
Current Employer		Fax Number
Title/Position Held		
Employer's Address		

Your Pitt-Johnstown Years

Major _____ From: Mo/YR _____ To: Mo/YR _____ Degree Earned & Date _____

Activities/Memberships _____

Honors/Awards _____

Since Pitt-Johnstown

Spouse's Name (if applicable)	Class Year (if a Pitt-Johnstown Alum)
Continuing Education/Professional Development	
Honors/Awards/Community Involvement	
Additional Personal Information	

I have read the Board Member Duties and Responsibilities and hereby authorize the Alumni Association to name me to a seat on the Board, and to use the above information (except as otherwise noted) on the ballot to be mailed to the Pitt-Johnstown Alumni Association.

Signed _____ Date: _____