

Positions and Responsibilities



University of Pittsburgh at Johnstown Alumni Association

Position: Pitt Johnstown Alumni Association Board of Directors

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 by-laws and representing the Alumni Association in University functions

Position Description and Responsibilities:

- Attendance at all meetings of the Board, including regularly scheduled meetings as well as any special or emergency meetings. 50% attendance of scheduled meetings is expected of all Board members. Special or unusual circumstances that prevent meeting this requirement should be brought to 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 lead 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, UPJ Proud Celebration, Mountain Cat Tournament and Dinner/Theatre.
- 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 acknowledgement for efforts, service and commitment
- Networking opportunities with other Pitt Johnstown alumni
- Personal satisfaction by giving time to your University

Signature

Date

Term of Office

University of Pittsburgh at Johnstown – Alumni Association

Position: Membership Development / Student Affairs Committee

Role: Supports current and plans for the future growth and development of Alumni Association.

Responsibilities:

- Explores and develops projects that will increase Alumni Association's presence and visibility
- Participate 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.

University of Pittsburgh at Johnstown – Alumni Association

Position: 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 time frames set forth by the Association's by-laws.
- Performs items of business or tasks suggested by the Board of Directors

University of Pittsburgh at Johnstown – Alumni Association

Position: Finance & Planning Committee

Role: Coordinates the Alumni Association's financial responsibilities

Responsibilities

- This committee includes Alumni Association members who are knowledgeable about financial matters
- Supports and guides the Executive Committee with general financial oversight and recommendations
- Formulates proposals and policies related to financial matters and presents recommendations to the Executive Committee of the Alumni Association for approval
- Manages the Association's investments, within established guidelines and policies.
- Reviews proposed projects submitted by the various committees, assesses return on investment/financial feasibility of the project and makes recommendations to the Executive Committee.

University of Pittsburgh at Johnstown – Alumni Association

Position: 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.
- Assess the needs of the current board, in collaboration with the Executive Committee, to identify skills and characteristics necessary for efficient and effective operations.
- Recommendations and final candidate selection is to be based on the existing needs of the board.
- 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.
- 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.

University of Pittsburgh at Johnstown – Alumni Association

Position: 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
- 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 Institutional Advancement Office and Administrative staff

University of Pittsburgh at Johnstown – Alumni Association

Position: Regional Affairs Committee

Role: Promotes Pitt Johnstown Alumni Association outside the greater Johnstown area by developing and implementing activities and communication

Responsibilities:

- Assesses various geographical areas to identify “pockets” of Pitt Johnstown alumni.
- Develops ideas for activities for Alumni with the long term goal being that of establishing Pitt Johnstown Regional Alumni groups
- Seeks help from other committees, in particular Public Relations to assist in plan development, advertising and budget.
- Presents ideas to Executive Committee for initial approval, periodic updates and support as needed.