RUAA Board of Directors — Board Member Job Description

The Rutgers University Alumni Association serves all alumni of Rutgers University. The purpose of the association is to advance the best interests and wellbeing of Rutgers University by engaging all alumni in the life of the institution through communication, programming, services, and volunteer opportunities. The Board of Directors of the Rutgers University Alumni Association has authority over the affairs of the RUAA. The Board partners with the Department of Alumni Relations in the core functions of the department to further the goals of the mission of the RUAA. Board members serve on behalf of all alumni rather than any school or constituency.

Rutgers University Alumni Association Vision:
The Rutgers University Alumni Association shall strive to be an exemplary alumni organization that:

- Respects and nurtures a full and inclusive range of alumni organizations
- Emphasizes the importance of Rutgers to the State of New Jersey, the nation and the world
- Adds value to Rutgers and supports its aspirations
- Partners with all members of the Rutgers community to build a world-class alumni relations program
- Strengthens Rutgers’ high regard for its alumni
- Commits to integrity, service and diversity

TERM OF OFFICE:
Regular board members are elected to a three-year term, and may only serve one full term. Other members may be elected to two-year terms. Members elected to fill a board vacancy will serve out the balance of the vacated term and will be eligible to be elected to a regular three-year term.

PREREQUISITES:

- Able to commit enough time to successfully complete all of the job duties and responsibilities
- Strong oral communication skills
- Ability to listen, analyzes, think strategically, and use sound judgment in weighing facts and issues for decision-making
- Ability to work well with people individually and as part of a team

BOARD MEMBER RESPONSIBILITIES:
As a member of the RUAA board, you will be expected to:

- Accept and abide by the principles and mission of the Board
- Attend all meetings of the Board, which meets four times annually. Members who cannot attend meetings in person are expected to participate in the meetings via conference call. 
  Per RUAA Bylaws (Article I, Section 4), the unexcused absence of a member of the board for two consecutive Board meetings may be deemed a resignation that causes a vacancy. You are responsible for contacting the board chair or VP Alumni Relations if you are unable to attend a meeting at least 24 hours prior to the meeting.
- Attend the Alumni Leadership Conference, Board Retreat, and any special board meetings called by the Board Officers
- Serve actively on at least one RUAA committee, participating in at least two-thirds of the committee meetings each year (in person or via conference call)
• Be prepared for discussion by reviewing the agenda and all supporting materials prior to board or committee meetings
• Provide input and be a responsible voting member
• Contribute annually to the university at a level that is based on your own personal financial situation
• Complete an annual board evaluation
• Complete an annual self-evaluation on your performance and satisfaction as a board member
• Follow code of ethics, conflict of interest, and confidentiality policies

Additional Board Member best practices:
• Participate in meetings by asking questions, making suggestions, and voicing your concerns and/or endorsements
• Participate in the continuous development, implementation, and review of the strategic plan
• Collaborate in good faith as partners with fellow board members and staff to achieve organizational goals
• Keep disagreements impersonal and accept decisions made on a majority basis in order to ensure board unity and confidence
• Respond to requests for input or guidance
• Attend university-wide or alumni events that support the mission of the RUAA—on campus or in your local area, as your schedule allows
• Act as an ambassador for the university, and promote the board and the university as appropriate in day to day interactions
• Volunteer at events
• Identify highly qualified candidates and nominate those who will bring strength to the board
• Encourage fellow alumni to support the RUAA through participation in its programs and services

It is essential that every board member commit to making a meaningful contribution to the RUAA board and organization— and not just to meeting minimal compliance.