



ALUMNI ASSOCIATION OF UNBC

DIRECTOR AT LARGE

Description of Duties and Objectives

The UNBC Alumni Association's Directors at Large are the primary, elected persons responsible for the continued development and relevance of the Alumni Association of UNBC. The Association believes that a lifelong relationship exists between graduates and the University. Being involved in the Association fosters the relationship with UNBC and other graduates, and provides a network of colleagues all over the world.

The Alumni Association of UNBC Board of Directors as a whole is responsible for alumni appointments to UNBC Senate and Board of Governors, selection of alumni awards recipients, the development of chapters and refinement of member services, and continually raising the quality of connection with UNBC alumni through special events and other initiatives. Directors at Large are expected to contribute individually by promoting interest in, cooperation with, and support of UNBC. Directors at Large must always be mindful of contributing to the strengthening of relationships between alumni members and between alumni and UNBC.

At minimum, elected Directors at Large are expected to:

- Carry out duties in an un-biased manner, in the best interests of UNBC alumni
- Attend board meetings, reviewing materials and being prepared to discuss agenda items to arrive at the best possible outcomes for UNBC alumni
- Contribute to policy development through this interaction at the board level
- Be active and involved in the formulation of Board strategy and work plans, and in the satisfactory resolution of problems as they may arise
- Serve on a minimum of one committee
- Advocate for the Alumni Association, in an effort to raise the profile of the Association and UNBC in general

Time Commitment

Directors at Large can expect large variability and flexibility in the amount of hours required. At minimum, they are expected to prepare for and attend the monthly Association meeting. During certain times of year and depending on the involvement in various committees, the expected time commitment can increase dramatically. Directors at Large should therefore be prepared to commit 5 to 15 hours per month to Association activities.

Responsibilities

Monthly

- Make required contributions to agenda packages based on action items from previous meetings
- Review all agenda items and supporting documentation
- Attend monthly Alumni Association meeting
- Attend committee meetings (as required)
- Research, as decided or directed, items related to Board agendas or initiatives

Annually

- Assist with and attend events organized by the Alumni Association of UNBC
- Assist with and attend the Annual General Meeting