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## 2019 AABD Charters

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# 2019 AABD CHARTERS

*Alumni Association Board of Directors*

Organizational Charters of the AABD Committees and Affinity Groups

Spring Meeting

4/5/2019



## **Alumni Academic Resource Council Charter**

### **I. Purpose**

This Charter documents details regarding the Alumni Academic Resource Council (AARC), which is an Auxiliary Group of the Illinois Wesleyan University Alumni Association. This documents the operations and goals of the AARC, and represents an agreement between AARC members and the Board of Directors of the IWU Alumni Association. This document is binding for a period of one year from the date it is adopted by the Group and ratified by the Board of Directors at its Spring meeting each year.

### **II. Membership**

The Leadership Organizational Chart identifies all AABD members as being involved in and focused on these efforts alongside the Committee Chair (Ed Pacchetti) and additional alumni committee members of the AARC: David Darling, Danielle Kays and Preslav Mantchev.

### **III. 2019 Priorities**

1. Engage Provost in efforts to reach out to faculty to communicate AARC interest areas, as well as facilitate a method for faculty to communicate classroom/speaker needs.
2. Increase awareness of the interest that alumni have in giving back to IWU by participating in the classroom, as a subject-matter expert on a panel or as part of an effort sponsored by the IWU Career Center.
3. Meet with committee members at our spring meeting and begin planning for an Alumni Resource Fair to be held on campus and coincide with the AABD meeting in October.
4. Grow and develop current committee members and identify emerging leaders

### **IV. Meetings**

1. Monthly calls shall be held in addition to the Fall and Spring meetings of the AABD.
2. The Committee Chair will be prepared to report any items of note and request any assistance on the AABD Leadership calls.

### **V. Time Commitment**

1. The members of the Committee should plan on one one-hour conference call per month and leadership is required to attend 75% of these calls.
2. The members of the Committee should also plan on spending additional time on follow-up tasks discussed on monthly calls in accordance with agreed upon deadlines.



## **Alumni Admissions Advisory Committee Charter**

### **I. Purpose**

The Alumni Admissions Advisory Committee is appointed and charged with assisting the Admissions Constituency Relations Liaison in outreach efforts, recruiting other alums to assist in those efforts and helping to promote and serve the priorities of the IWU Admissions Office across the IWU Alumni Association Board of Directors (AABD).

### **II. Membership**

The Leadership Organizational Chart identifies all AABD members as being involved in and focused on these efforts alongside the Committee Chair and additional alumni committee members. Members of the 2018-2019 Committee include: Quiana Cryer-Coupet, David Darling, Danielle Lessaris, Beth Messina, Tom Monken, Molly Munson-Dryer, Adebola Olayinka, Desiree Quizon-Colquitt, Greg Smith and Amy Tenhouse.

### **III. 2019 Priorities**

1. Lead and execute communication campaign and strategy to accepted students.
2. Recruit alumni volunteers to contact accepted students.
3. Provide guidance to other AABD members on effective letter, phone call and email strategies to deploy.
4. Maintain a database of recruiting efforts and communicate admitted student decisions regarding enrollment to alumni volunteers.
5. Benchmark important dates and targets for aforementioned communication campaign(s)

### **IV. Meetings**

1. Quarterly calls shall be held but will be determined by the urgency of the issues at hand on a schedule determined by the chair and members of the Committee.
2. The Committee Chair will be prepared to report any items of note and request any assistance on the AABD Leadership calls.

### **V. Time Commitment**

1. The members of the Committee should plan on one one-hour conference call per quarter.
2. The members of the Committee should also plan on spending additional time on follow-up tasks discussed on quarterly calls in accordance with agreed upon deadlines.
3. The members of the Committee should be expected to engage in contacts with admitted students in the months of December, January and February.



## **Class Newsletter Editor Committee Charter**

### **I. Purpose**

The Class Newsletter Editor Committee is appointed and charged with driving the production of class newsletters, supporting at-large editors in their efforts and ensure maximum outreach and engagement across all alumni groups. The vehicle used to achieve the aforementioned goals, are the class newsletters.

### **II. Membership**

The Leadership Organizational Chart shall identify the committee chair and any AABD members, as well as outside recruited alumni, which will serve the priorities of this committee.

### **III. 2019 Priorities**

1. Addition of the PAC newsletter editor to the Class Newsletter Committee
2. Collaborate efforts with and maintain frequent communication with the Alumni Engagement Office
3. Identify areas where improvements and enhancements can be made to better the effectiveness and engagement level of Class Newsletters

### **IV. Meetings**

1. Quarterly conference calls shall be held but will be determined by the urgency of the issues at hand on a schedule determined by the chair and members of the Committee.
2. The Committee Chair will be prepared to report any items of note and request any assistance on the AABD Leadership calls.

### **V. Time Commitment**

1. The members of the Committee should plan on one one-hour conference call per quarter and a potential in-person meeting on campus.
2. The members of the Committee should also plan on spending additional time on follow-up tasks discussed on quarterly calls in accordance with agreed upon deadlines.



## **Council for IWU Women Charter**

### **I. Purpose**

The Council for IWU Women is committed to strengthening the experiences of all those affiliated with Illinois Wesleyan: students, faculty, staff and alumnae. The Council exists to promote democratic citizenship and life in a diverse society, and it works to support the intellectual and personal growth of women while emphasizing the spirit of inquiry and inter-generational exchange among campus constituents. We do this by offering guidance and role models to the extended university community.

### **II. Membership**

The Leadership Organizational Chart shall identify the Committee chair and any AABD members, as well as outside recruited alumni, that will serve the priorities of this committee. The Council for Women has a membership nomination process that exists to facilitate the addition of new Council members, and aligning to the diversity of the University community

### **III. 2019 -2020 Priorities**

1. Assess and develop annual engagement events on campus for students, staff, faculty and alumnae.
2. Build out Mentoring Program for both students and young alumnae.
3. Create a platform for off campus engagement.
4. Reach 90% participation annual fund and continue to assess scholarship growth opportunities.

### **IV. Meetings**

Quarterly leadership meetings will be held as well as quarterly updates released to recap leadership meetings and goals.

### **V. Time Commitment**

1. The leadership members of the Council should plan on quarterly meetings as well as attendance at on campus engagement events.
2. The members of the Council should also plan on spending additional time on follow-up tasks discussed on quarterly calls in accordance with agreed upon deadlines.



## **International Alumni Network (IAN) Charter**

### **I. Purpose**

This Charter documents details regarding the International Alumni Network (hereinafter “IAN”), which is a Committee / Auxiliary Group of the Illinois Wesleyan University Alumni Association. This documents the operations and goals of the IAN, and represents an agreement between IAN members and the Board of Directors of the IWU Alumni Association. This document is binding for a period of one year from the date it is adopted by the International Alumni Network and ratified by the Board of Directors at its Spring meeting each year.

### **II. Membership**

The Leadership Organizational Chart shall identify the committee chair and any AABD members, as well as outside recruited alumni that will serve the priorities of this committee.

### **III. 2019 Priorities**

1. Establish and maintain a network of alumni with an international focus (primary focus on former international students but also including any alumni who have resided abroad as students or alumni). Alumni would be engaged with current students and other alumni to provide mentorship, job and internship sponsorship, and any other support to the IWU community as it pertains to their region of residence.
2. Actively maintain contact information and geographic location of international alumni to facilitate any domestic or international events.
3. Provide opportunities for domestic and global networking to alumni seeking talent for their organizations.
4. Assist exchange students on their study abroad experiences by contacting active local international alumni for advice and support.

### **IV. Meetings**

1. Committee leads will meet via conference call or in person as needed to facilitate events and activities
2. The Committee Chair will be prepared to report any items of note and request any assistance on the AABD Leadership calls.

### **V. Time Commitment**

1. Committee members are expected maintain open lines of communication, attend meetings, conference calls, and scheduled events.
2. The members of the IAN should also plan on spending additional time on follow-up tasks discussed on adhoc calls in accordance with agreed upon deadlines.



## **Minority Alumni Network (The Network) Charter**

### **I. Purpose**

This Charter documents details regarding the Minority Alumni Network (hereinafter “The Network”), which is a Committee / Auxiliary Group of the Illinois Wesleyan University Alumni Association. This documents the operations and goals of The Network, and represents an agreement between The Network members and the Board of Directors of the IWU Alumni Association. This document is binding for a period of one year from the date it is adopted by The Network and ratified by the Board of Directors at its Spring meeting each year.

### **II. Membership**

The Leadership Organizational Chart shall identify the committee chair and any AABD members, as well as outside recruited alumni, that will serve the priorities of this committee.

### **III. 2019 Priorities**

1. Recruit new board members to serve on Social Events, Mentoring, Alumni Recognition, and Marketing committees
2. Increase number of alumni in attendance at the annual picnic and homecoming reception
3. Create roadmap of responsibilities and milestones the Chair and Committees should achieve annually
4. Host quarterly alumni networking events in the Chicagoland area to provide more opportunities for engagement
5. Strengthen relationship with new Student Liaison within ODI office to better share network information with students
6. Utilize Facebook to better share events, updates, and information

### **IV. Meetings**

1. Committees will meet via conference call, monthly, to maintain project momentum and to encourage consistent communication
2. The Committee Chair will be prepared to report any items of note and request any assistance with completing committee work

### **V. Time Commitment**

1. Committee members are expected to maintain open lines of communication, attend meetings, conference calls, and scheduled events.
2. The members of the Network should also plan on spending additional time on follow-up tasks discussed on monthly calls in accordance with agreed upon deadlines.





## **Pride Alumni Community Charter**

### **I. Purpose**

This Charter documents details regarding the Pride Alumni Community, which is an Auxiliary Group of the Illinois Wesleyan University Alumni Association. This documents the operations and goals of the Pride Alumni Community, and represents an agreement between the Pride Alumni Community members and the Board of Directors of the IWU Alumni Association. This document is binding for a period of one year from the date it is adopted by the Group and ratified by the Board of Directors at its Spring meeting each year.

### **II. Membership**

The Leadership Organizational Chart identifies all AABD members as being involved in and focused on these efforts alongside the Committee Chair and additional alumni committee members.

### **III. 2019 Priorities**

1. Engage membership through regular communication and outreach efforts utilizing social media, newsletter and other electronic communications.
2. Engage philanthropy through the PAC Giving Circle Scholarship, PAC Endowed Scholarship and Darcy L. Greder PAC Endowed Scholarship.
3. Create calendar of opportunities to increase PAC and student interactions.
4. Grow and develop current committee members and identify emerging leaders.

### **IV. Meetings**

1. Quarterly calls shall be held in addition to the Fall and Spring meetings of the AABD.
2. The Committee Chair will be prepared to report any items of note and request any assistance on the AABD Leadership calls.

### **V. Time Commitment**

1. The members of the Committee should plan on one one-hour conference call quarterly and members are expected to attend 75% of these calls.
2. The members of the Committee should also plan on spending additional time on follow-up tasks discussed on quarterly calls in accordance with agreed upon deadlines.



## **Regional Alumni Chapters Charter**

- **Purpose**

The Regional Alumni Chapter Committee functions as a coalition of the presidents of the regional alumni chapters who collaborate to schedule and plan alumni events in their metropolitan areas. This may also include welcoming students on field trips, assisting alumni new to their areas, and helping to recruit prospective students. Another important aspect is to welcome recent graduates and work to engage them in alumni events.

- **Membership**

The Leadership Organizational Chart identifies all AABD members as being involved in and focused on these efforts alongside the Committee Chair and all at-large Regional Presidents

- **2019 Priorities**

- Plan, schedule and execute local alumni events with a goal of two annually in larger metropolitan areas and one annually in smaller areas
- Increase attendance at regional events
- Welcome and engage new alums

- **Meetings**

- Quarterly conference calls shall be held with all Regional Presidents in attendance
- The Committee Chair will be prepared to report any items of note and request any assistance on the AABD Leadership calls

- **Time Commitment**

- The members of the Committee should plan on one one-hour conference call per quarter as well as attending their respective local events
- The members of the Committee should also plan on spending additional time on follow-up tasks discussed on quarterly calls in accordance with planning regional events



## **Young Alumni Council Charter**

### **I. Purpose**

This Charter documents details regarding the Young Alumni Council, which is an Auxiliary Group of the Illinois Wesleyan University Alumni Association. This documents the operations and goals of the Young Alumni Council, and represents an agreement between the Young Alumni Council members and the Board of Directors of the IWU Alumni Association. This document is binding for a period of one year from the date it is adopted by the Young Alumni Council and ratified by the Board of Directors at its Spring meeting each year.

### **II. Membership**

The Leadership Organizational Chart identifies all AABD members as being involved in and focused on these efforts alongside the Council Chair and additional alumni committee members.

### **III. 2019 Priorities**

1. Focus on engagement with the 2015 – 2019 graduating classes
2. Establish Young Alum point persons in each region and conduct monthly touch base calls with each to drive YA event attendance
3. Host one Young Alum specific event per quarter in each of the following regions: Chicago, St Louis.
4. Maintain frequent communication with the Alumni Engagement staff and Regional Chapter Presidents to ensure all events are heavily promoted
5. Create appropriate Social Media page/group for each Young Alum region

### **IV. Meetings**

1. Monthly conference calls will be held the first Monday of each month with frequent text/email communication in between on targets and initiatives.
2. The Council Chair will be prepared to report any items of note and request any assistance on the AABD Leadership calls.

### **V. Time Commitment**

1. The members of the Council should plan on one one-hour conference call per month.
2. The members of the Council should also plan on spending additional time on follow-up tasks discussed on quarterly calls in accordance with agreed upon deadlines