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2018 AABD CHARTERS

Alumni Association Board of Directors

Organizational Charters of the AABD Committees and Auxiliary Groups

Spring Meeting

4/13/2018



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 2017-2018 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. 2018 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, that will serve the priorities of this committee.

III. 2018 Priorities

1. Addition of the PAC newsletter editor to the Class Newsletter Committee
2. Collaborate efforts with and maintain frequent communication with the Alumni Relations 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.



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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. The Council exists to promote democratic citizenship and life in a global 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.

III. 2017 -18 Priorities

1. Host Annual Summit.
2. Put on one to two other initiatives in which Non-Summit attendees can participate.
3. Create two platforms for Summit and Non-summit engagement to effectively measure engagement.
4. Reach 90% participation annual fund and Introduce new campaign to reach \$60,000 in fund to become endowed by 2020.
5. Continue brand awareness initiatives, increase social media usage and personal one on one connections.

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 Annual Summit.
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. 2018 Priorities

1. Establish and maintain a network of international alumni who would be engaged with current students and willing 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. 2018 Priorities

1. Recruit and install new chair and co-chair
2. Strengthen relationship with new Student Liaison within ODI office
3. Utilize the Network FB PAGE to better share Network information with students
4. Increase # of alumni in attendance at the MALANA Graduation
5. Encourage participation in SEP summer seminars, specifically those who have not been involved or connected
6. Encourage attendance to the annual picnic from more Alumni, specifically those who have not been involved or connected
7. Provide network wide updates twice yearly via email and mail in May and December

IV. Meetings

1. Committee leads will meet via conference call or in person as events warrant
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 Network should also plan on spending additional time on follow-up tasks discussed on quarterly calls in accordance with agreed upon deadlines.



Nominating Committee Charter

I. Purpose

The Nominating Committee is chaired and members appointed pursuant to the Alumni Association Bylaws. It is charged with nominating and slating Alumni Association Officers, Directors At Large and Alumni Association Awardees, for full board consideration and approval.

II. Membership

The current Nominating Committee members serving through the April/Spring Board Meeting.

Dirk Behrends, Chair; Molly Rollings, Desiree Quizon-Colquitt, Meg Howe and Jim Richter

III. 2018 Priorities

1. Nominate At-Large Directors in appropriate numbers and demographics pursuant to the Bylaws.
2. Nominate Officers of the Alumni Association pursuant to the Bylaws.
3. Nominate Award Winners for approval at Spring Board Meeting

IV. Meetings

1. 2 Conference Calls established for data gathering, vetting and nominating Officers and At-large Directors
2. 1 Conference Call to review Award Nominations and Selections.

V. Time Commitment

1. The members should plan on spending between 2 to 3 hours in data gathering and vetting of current and potential Board Members.
2. The members should plan on spending 3 to 6 hours on Conference calls in total for selection of all positions and award winners.



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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. 2018 Priorities

1. Engage membership through regular communication and outreach efforts through social media and Membership Survey.
2. Increase support of Pride Giving Circle Scholarship by awarding two scholarships annually.
3. Create calendar of interaction opportunities to increase Pride alumni and student interaction
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.



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Regional Alumni Chapters Charter

I. 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.

II. 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

III. 2018 Priorities

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

IV. Meetings

1. Quarterly conference calls shall be held with all Regional Presidents in attendance
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 as well as attending their respective local events
2. 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



Wesleyan Fund Committee Charter

I. Purpose

The Wesleyan Fund (WF) Committee is appointed and charged with assisting the Office of Alumni Engagement and WF Staff in its gift endeavors, communicating with the committee and WF liaisons on plans, progress and results, reviewing and altering existing campaigns as needed, and serving as “solicitors” throughout the 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. 2018 Priorities

1. Conduct three volunteer campaigns: Winter AABD Calling to 2017 Graduates, All In, and Late Spring/Summer AABD Calling to Mid-Long Term PYBUNTS (donors that have previously given, but not in several years)
2. Develop a WF support training program for board members, regional presidents and close volunteers
3. Collaborate with the Alumni Engagement staff on recognizing and stewarding WF donors at alumni events
4. Secure 100% participation from AABD
5. Work with identified liaison in respective auxiliary groups to increase giving participation
6. Continued review of existing campaigns and assistance in the three major volunteer campaigns utilizing a volunteer-based CRM tool

IV. Meetings

1. The Chair and WF Director will communicate with the committee and WF liaisons on plans, progress & results each quarter, or more frequently as needed.
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.
2. The members of the Committee and AABD should also plan on spending additional time as needed during campaigns and All In.



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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. 2018 Priorities

1. Establish Young Alum point persons in each region and conduct monthly touch base calls with each to drive YA event attendance
2. Host one Young Alum specific event per quarter in each of the following regions: Chicago, McClean County, St Louis.
3. Maintain frequent communication with the Alumni Engagement staff and Regional Chapter Presidents to ensure all events are heavily promoted
4. Create appropriate Social Media page/group for each Young Alum region
5. Increase overall Young Alum donations by 20% this fiscal year.

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