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## Sacramento State Alumni Association Board Member Job Description

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- Job Title:** Member, Board of Directors
- General Duties:** To determine policies and procedures for the conduct of the business and affairs of the Alumni Association, California State University, Sacramento (Association); to assist in raising funds to finance the Association and its programs through membership development and monetary support of Association events; to serve as an ambassador for the Association and its programs to the public and the university community; and to fulfill a fiduciary duty in monitoring the performance of Association.
- Term of Office:** Three years commencing on July 1 unless selected to fill an unexpired term.
- Responsible to:** Association President and Board Colleagues
- Roles and Responsibilities of the Full Board**
1. Strategic Planning. Establish the goals, strategies and objectives to enable the Association to fulfill its mission
  2. Policy Administration. Establish policies for administering the programs and activities which are consistent with the mission and goals of the Association.
  3. Resource Development. Actively participate in membership and fund development activities to secure funds for current expenses, and support activities to fund current and long term obligations for the Sacramento State Alumni Center.
  4. Finance. Ensure that the financial affairs of the Association are conducted on a responsible basis in accordance with established policies and in recognition of the Board's fiduciary responsibility with respect to dues, donations and scholarship funds.
  5. Community and Campus Relations. Understand the mission and goals of the Association and serve as an ambassador in building campus and community partnerships and support.

6. Personnel. Participate in recruitment of Board members. Delegate to the Executive Director responsibility to employ Association staff to supplement that provided by the University.

**Duties of each  
Board Member:**

1. Attend bi-monthly Board Meetings – 5:30-8:00 p.m. at the Alumni Center (5 meetings and 1 retreat per year)
  - Plan your schedule to attend regularly, be on time and stay until business is concluded.
  - Be prepared to discuss agenda items.
  - Contribute knowledge and expertise by expressing your point of view.
  - Consider other points of view, make constructive suggestions and help the Board make decisions that benefit the Association and its members.
2. Serve as an active member and attend meetings of at least one standing committee.
3. Be a financial supporter of the Association by providing an annual gift of at least \$400, payable over the course of the fiscal year.
4. Participate in Association events and programs. Attend at least two major events each year, one each semester (e.g. Scholarship Reception, Homecoming, Distinguished Service Awards).
5. Represent the Association and the University with pride at community and campus events, and with organizations and/or private individuals.
6. Be informed about the Association, its mission, programs, policies and services to alumni and students.
7. Assist in membership recruitment and retention.