Hartwick College

Alumni Association

Board of Directors

Director’s Toolkit

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Welcome

Welcome to the Hartwick College Alumni Association Board of Directors!

You have made an important choice to serve our alma mater as one of our directors, and the alumni have made an important choice in selecting you to be their ambassador. Directorship is a role not to be taken lightly.

Our unique environment on the board facilitates the convergence of Hartwick’s alumni leaders with members of the administration and College staff. Each of us has a diverse and varied background, yet our fabric is still woven deep in blue and white. Your opinions are important, and we encourage you to state your views directly and maintain an objective frame of mind.

Service to Hartwick will be what you make of it. It is our hope that you will take great pride in giving back to Hartwick and that your service will be personally fulfilling. Hartwick’s advancement as a private, competitive and selective liberal arts and sciences college is our collective, and frankly, only purpose.

This toolkit is designed to give you a better sense of what to expect during your years of formal service to the College on the Alumni Board. If at any time you feel your questions or concerns are not answered by this manual, please speak to your “buddy” or contact the Alumni Board of Directors President.

Welcome to the Board and Go ‘Wick!

Hartwick’s Mission Statement

Hartwick College, an engaged community, integrates a liberal arts education with experiential learning to inspire curiosity, critical thinking, creativity, personal courage and an enduring passion for learning.

The Organizing Principle

In February of 2008, Dr. Margaret L. Drugovich was tapped to become the 10th President of Hartwick College. She immediately began meeting with members of the College community to familiarize herself with Hartwick, its assets and needs. Throughout the summer and fall, Drugovich engaged in small- and large-group discussions with students, faculty, staff, and alumni. Recently, she reconvened internal and external gatherings to present a collective vision of Hartwick College, an organizing principle and strategic framework that will serve as a guide for future development:

Hartwick will be the best at melding liberal education with experiential learning.

This seemingly simple declaration, which Drugovich calls the “Organizing Principle,” will be the focus of the College’s efforts going forward. It draws on Hartwick’s longstanding strengths—its people and its program—while putting experiential learning programs at the forefront to differentiate the College in an increasingly competitive higher education marketplace. It is supported by a series of specific goals and objectives known as the Strategic Framework.
The Organizing Principle and Strategic Framework increases Hartwick’s efficiency and effectiveness. Instead of creating add-ons, or pursuing a single oblique idea, this principle defines a core around which the College community can organize decisions that it makes. It will be supported each step of the way by a strong framework of assessment.

Key points of the Strategic Framework include:
- Improve Student Experience and Satisfaction
- Maximize the Academic Program
- Expand Our Financial Base
- Improve the College’s Image and Reputation
- Maximize Employee Performance
- Maximize College Governance
- Maximize Financial Performance

**Hartwick College: Organizing Principle and Strategic Framework**

**Maximize Financial Performance**
- Implement strategic budgeting
- Increase community participation in budget process
- Create incentives for cutting waste
- Monitor critical indicators and benchmark performance

**Improve Student Experience and Satisfaction**
- Increase graduation rate
- Maximize student satisfaction
- Align capital projects with student and learning needs

**Maximize the Academic Program**
- Fully implement assessment plan
- Fully integrate experiential learning programs
- Implement external review cycle across all programs
- Fully implement the new curriculum

**Expand Our Financial Base**
- Maximize annual revenue
- Comprehensive fundraising campaign
- Explore alternative sources of revenue

**Maximize Employee Performance**
- Annual performance reviews
- Establish merit system linked to performance
- Improve longevity and celebrate it
- Focus on best practices
- Celebrate success

**Maximize College Governance**
- Board leadership and succession plan
- Develop a generative approach to governance
- Focus Board work on critical, cross institutional issues
- Strengthen information flow and cooperation

**Improve College’s Image and Reputation**
- Clarify our brand
- Fulfill the promise
- Increase visibility
- Promote student success to all constituents
- Strengthen affinity with alumni

Our Vision:
*We will be the best at melding liberal education with experiential learning*
The Alumni Board of Directors’ Strategic Plan

Guiding Statement

Connect, Engage & Inspire - Engaging Alumni to create and build a lasting connection with the College and each other.

Tenets / Goals

- Communications
- Commitment to Service
- Interconnectivity
- Create Connections with Future Alumni
- Touch points – Networking – Events
- Seat at the Table

A full copy of the Strategic Plan is available at www.HartwickABOD.info.

Expectations of Service

The next section briefly outlines some of the key terms of service on the Alumni Board. You should be familiar with most of these as they would have been covered during your vetting process or they are covered in other association documentation.

Terms

All board members serve a term of four years. Generally, this term begins after the annual summer elections, starting with the fall meeting. Terms end with the spring meeting, typically in May of each year. As a general rule, service begins June 1 and ends May 31.

Attendance

Alumni association meetings are held formally three times per year. These meetings are generally
- February: the winter meeting, held as a conference call,
- May: the spring meeting, coincides with Senior Banquet weekend,
- September or October: the fall meeting, also called the “annual meeting”, which is typically conducted during Homecoming/Reunion weekend.

Due to the limited number of meeting times, participation in all meetings is strongly recommended, however, we are aware that other obligations sometimes cannot be avoided. According to the Bylaws, after two consecutive absences the Board President may ask for your resignation. Generally, the Vice President follows up with members after their first absence to reinforce the importance of attendance at meetings.

If you are unable to attend a meeting, it is your responsibility to contact the President or Vice President. We assume if we do not hear from you that you will attend.
There may be other “interim” meetings conducted off campus or via teleconference depending upon the needs of the Board or Task Teams. Your participation in all meetings is strongly encouraged.

Consider this: Presence equals Profile.

**Building the Alumni Board Associates Pool**

Each director is expected to develop at least one volunteer to the Alumni Board Associates Pool each year.

**Leadership of and Participation on Task Teams**

All directors are expected to lead a Task Team annually. When not in a leadership role, Directors are expected to participate on a Task Team. Please see the section on “Task Teams” to better understand what they are all about.

**Other Committees or Task Forces**

From time to time, there could be opportunities for you to represent the alumni board or the alumni population in general. In most cases, we look for volunteers to serve in such capacities. Many times, these committees and task forces have very specific objectives with defined timelines. As your time and interests permit, you may volunteer for such committees or task forces.

In the past, these committees have taken the form of the following:

- Strategic Planning Task Force
- Governance Task Force
- Presidential Search Committee
- Middle States Evaluation Committee
- Athletic Hall of Fame Committee
- Greek Life Task Force
- IA (Institutional Advancement) Task Force

**Multi-year Pledge (Term of Service)**

**Annual Fund**

All directors are expected to fulfill a multi-year pledge to the annual fund (Hartwick Fund) that covers their term of service. Neither the Constitution nor the bylaws dictate how much you should give, however, we recommend that you give a personally significant amount. We strongly encourage you to consider increasing your gift during your term of service.

**Alumni Association Legacy Scholarship**

The Alumni Association has an endowed scholarship to recognize incoming freshman who are related (son, daughter, grandson, granddaughter) to a Hartwick alum. Below is the information regarding the scholarship, and we ask all directors to consider a gift to this fund.

Criteria:
- outstanding legacy student with highest academic achievements,
- preferentially with need, but not a requirement
The award will be presented to the recipient as a $4,000 award payable over four years.

Students are required to maintain a 2.5 cumulative grade point average to maintain funding.

Each year the Nomination & Recognition Committee will perform the selection process for this award working with the Admissions Department. The Nomination & Recognition Committee will also provide a report on recipients and the status of the fund during the fall meeting.

Each year the current President of the Alumni Association or his / her designee will have the honor of presenting this scholarship to the award winner at Opening Convocation. All recipients will be recognized at Homecoming/Reunion activities.

In addition to the Legacy Scholarship, legacy students may apply separately for J-Term scholarships available only to legacy students. This scholarship, when available, is listed with the other J-Term scholarships. Application is via the J-Term Scholarship Application.

Other

As Alumni Board Directors, we represent the interests of all alumni. Directors are encouraged to participate in various other College sanctioned activities, some of which are listed below.

- Senior Dinner (typically with May meeting)
- Scholarship Showcase (typically with May meeting)
- Off-campus regional alumni events
- Hosting off-campus regional alumni events
- “Day on Campus”, such as “Law Day” or “Business Day”
- Hosting Metrolink
- Admissions events, such as college fairs
- Athletic Hall of Fame Induction
- Nursing Pinning Ceremony
- Citizens Board Gala
- Opening Convocation
- Baccalaureate
- Commencement

Buddy System

Each new director will be assigned a “buddy” for their first year of service. The “buddy” is a seasoned member of the Board who is available to answer questions and guide the new director during his or her first year of service.

Name Badge

The Director of Alumni Relations is responsible for ensuring that all current directors have a name badge. The badge is to be left on campus and should be worn at all events to acquaint others to you and you to others. In the event that there is an extra badge, we encourage directors to wear it at other functions.

Orientation
Prior to your first meeting, you will be invited to participate in a conference call to acquaint you to the board, the current topics and issues of importance to the College and board, and to provide a climate suitable for your questions. The orientation will be conducted by the Vice President along with the designated “buddy” and other designates as determined by the Vice President.

**Resignation**

In the unfortunate event you must resign from the Alumni Board before your term is up, you should do so in writing to the President of the Alumni Association. The board President, in conjunction with the Nominating/Recognition committee, will make the determination as to how your remaining term will be filled, and by whom.
Constitution of Hartwick College Alumni Association

Preamble

The Hartwick College Alumni Association Constitution was adopted on May 23, 1976 and most recently amended on May 9, 2015.

Article One: Name

The name of the Association shall be the Hartwick College Alumni Association.

Article Two: Purpose

The all-encompassing purpose is to foster engagement of the highest caliber between alumni and the College and each other.

- To strengthen the relationship, loyalty and commitment of alumni to Hartwick College, and to encourage their service on its behalf.
- To supplement the efforts and service of the Board of Trustees and administration of Hartwick College.
- To encourage the financial support of Hartwick College by members of the Association through the Annual Fund and other similar programs of the Hartwick College Office of College Advancement.
- To provide a medium of communication through which the philosophy, purpose and work of Hartwick College may be made more widely known and understood, and through which the interests and concerns of members of the Association may be made known to the Board of Trustees and administration of Hartwick College.

Article Three: Membership

3.1. Types of Membership

There shall be two types of membership: member and honorary member.

3.2. Members

Members shall be those persons who:

A. have been granted Bachelors or Associates Degrees by Hartwick College or

B. have satisfactorily completed at least thirty semester hours at Hartwick College and who are no longer students at the college.
3.3. Honorary Members

Honorary members shall be those persons who:

A. have been granted an honorary degree by Hartwick College or

B. have been recommended for such status by the Nominating / Recognition Committee with subsequent approval by a majority of the votes cast by the Board of Directors (no more than one person may be elected to such status in any one year).

Article Four: Management

Management of the Association shall be vested in a Board of Directors, an Executive Committee and the Director of Alumni Relations of Hartwick College, in accordance with the Bylaws of the Hartwick College Alumni Association.

Article Five: Amendments

This Constitution may be amended by a majority of the votes cast by the Board of Directors at any meeting called for such purpose. Any member may submit in writing to the Executive Committee of the Association via the Office of Alumni Relations a proposed amendment or amendments. The proposed amendment or amendments shall be sent to and received by the Office of Alumni Relations not less than forty-five (45) days prior to the meeting at which it is to be considered, and notice of the proposed amendment or amendments shall be given to the Board of Directors not less than thirty (30) days prior to such meeting if it is a regular meeting and not less than ten (10) days prior to such meeting if it is a special meeting.
By-Laws of the Hartwick College Alumni Association

Preamble

The Alumni Association’s By-Laws were adopted on May 23, 1976 and most recently amended on May 6, 2017.

ARTICLE I: Management

1.1. Management

Management of the Association shall be vested in a Board of Directors, an Executive Committee and the Director of Alumni Relations of Hartwick College pursuant to the following provisions:

A. the Board of Trustees of Hartwick College shall have the authority to approve or disapprove of the policies of the Association in whole or in part;
B. the Board of Directors shall consider, make recommendations relating to and assist in the planning and implementation of the activities and policies of the Association and the Hartwick College Office of Alumni Relations;
C. the Executive Committee shall consider, make recommendations relating to and assist in the planning and implementation of the activities and policies of the Association and the Hartwick College Office of Alumni Relations;
D. the Executive Committee shall be empowered to act on any items of business of the Association when, in the judgment of the President of the Association and the Director of Alumni Relations, such action cannot or should not be delayed until a regular or special meeting of the Board of Directors, and provided such action is not in violation of the Association’s Constitution and these By-Laws; and
E. Hartwick College shall manage all funds, for any purpose, received by the Association.

1.2. Board of Directors

A. The Board of Directors shall consist of twenty-four (24) people elected from the membership of the Association, and up to four (4) additional people, who are Association members, appointed by the President of Hartwick College, all to serve four (4) year terms. In addition, four (4) Young Alumni Directors, elected in accordance with Section 3.3, shall each serve four-year terms and the immediate past president of the Association may serve as a Director for a period of two years. Vacancies shall be filled in accordance with Section 3.4. Finally, in the event that the four year term of a Director expires while that Director is serving as an Officer of the Association, that Officer shall remain a Director until he or she completes his or her term(s) as an Officer. See the document “Statement of Commitment and Responsibilities of an Alumni Board Director” for a more complete description of the expectations of a Director.

B. The following persons shall be ex officio non-voting members of the Board of Directors:

1. Any member of the Association who is also a member of the Board of Trustees;
2. The steering committee chairperson or president of each recognized network, chapter, branch or club of the Association;
3. The President of the Hartwick College Student Senate and the President of the Hartwick College Student Alumni Association.
1.3. **Executive Committee**

The Executive Committee shall consist of:

A. the Officers of the Association,
B. the chairs of the standing committees,
C. the six (6) Tenet Theme Leaders
D. the Task Team Coordinator
E. up to three additional Directors appointed by the President of the Association,
F. the immediate Past President and
G. the Director of Alumni Relations or designee.

1.4. **Alumni Board Associate**

Alumni Board Associates are the non-voting volunteer pool of alumni registered with the Alumni Board as available to assist with the completion of tasks assigned by the Executive Committee.

**ARTICLE II: Officers**

2.1. **Officers**

The Officers shall consist of:

A. a President
B. a Vice President

2.2. **Duties**

A. The President of the Association shall preside at all meetings of the Alumni Association, Board of Directors and Executive Committee, and shall perform such other duties as usually pertain to such office. The President of the Association shall contact any Director who has failed to attend two consecutive regular meetings of the Board of Directors to determine such person's ability and willingness to be an active member of the Board of Directors. At his or her discretion, the President may request that such person resign in order that an active replacement may be appointed pursuant to Section 3.4.

B. The Vice President of the Association shall in the absence of the President of the Association assume all duties of the President.

**ARTICLE III: Elections**

3.1. **Election of Directors**

The election of members to the Board of Directors shall be conducted by electronic and mail ballots to all members in or about July of each year and counting the number of votes returned to and received by the Alumni Office by the specified date. The elected members shall be notified by the Office of Alumni Relations of their election prior to the fall meeting and they shall take office beginning with the fall meeting. The Board of Directors shall be notified by the Office of Alumni Relations of the elected members either prior to or at the fall meeting.
3.2. Election of Officers

Nominations for Vice President of the Association shall be solicited by the Nominating/Recognition Committee between the Winter and Spring meetings. Candidates for Vice President must be current voting members of the Alumni Board of Directors.

The Nominating/Recognition Committee shall collect the names and biographical data of the candidates. During the spring meeting the Nominating/Recognition Committee shall recommend one candidate for Vice President. The standing Vice President will be nominated for President. The candidates will be presented to the Board of Directors at their spring meeting for a confirmation vote. Officers will be elected for two-year terms by a simple majority of the votes cast by the Board of Directors present. If a simple majority vote is not achieved, the Nominating/Recognition Committee will reconvene and continue to submit a slate of candidates until confirmed by a majority vote. Such resubmissions may be by electronic communication and voting by conference call.

3.3. Number of Directors to be Elected Annually

A. Six (6) Directors shall be elected annually. When there are more candidates seeking election to the Board than there are seats on the Board to be filled, the seats will be filled by those candidates who receive the most votes. A Director may be elected for no more than two successive four-year terms.

B. One (1) Young Alumni Director shall be chosen annually by the Executive Committee from applications submitted by members of the current year’s graduating class. Such Young Alumni Director shall serve a four-year term. The President of the Association may, at his or her discretion, appoint up to two (2) additional Young Alumni Directors each year.

3.4. Vacancies

In the event that a Director resigns or becomes unable to serve for any reason, the President of the Association may appoint a member of the Association to complete the unexpired term. In the event of a vacancy in the office of Vice President, the Nominating/Recognition Committee, at its next regular meeting or at a special meeting called by the President, shall recommend a new Vice Presidential candidate to the Board of Directors. A confirmation vote shall then be held by the Directors in accordance with these bylaws and the confirmed candidate shall complete the unexpired term. In the event of a vacancy in the office of President, the Vice President shall automatically become President, and a new Vice President shall be selected in the manner described above.

3.5. Communication with Trustees

The President (or designee) and the Chair of the Trustees (or designee) shall monthly discuss the on-going works of the ABOD and the Board of Trustees to ensure the two Boards are working along congruent lines.
ARTICLE IV: Meetings

4.1. Annual Meeting of the Association

The Association shall hold its annual meeting at Homecoming/Reunion Weekend. Written notice of the meeting, including the date, time and place, shall be given not less than sixty (60) days prior to the meeting. Notification of the Annual Meeting may be included in Homecoming/Reunion Weekend communications.

4.2. Quorum and Voting at Annual Meeting of the Association

Eleven (11) members shall constitute a quorum at the annual meeting of the Association. Only members shall be permitted to vote on any item of business conducted at the annual meeting. Each member present shall be entitled to one vote.

4.3. Regular and Special Meetings of the Board of Directors

The Board of Directors shall meet in the fall, winter, and spring of each academic year and at such other times as may be deemed necessary by the President and Vice President of the Association. Notice of the meetings by reasonable means, including the date, time and place, shall be given not less than thirty (30) days prior to regular meetings, and not less than ten (10) days prior to special meetings. Notice of special meetings shall indicate the purpose for which the meeting is being called.

4.4. Regular and Special Meetings of the Executive Committee

The Executive Committee shall meet in the fall, winter, and spring of each academic year and at such other times as may be deemed necessary by the President of the Association. Notice of the meetings by reasonable means, including the date, time and place, shall not be given not less than thirty (30) days prior to regular meetings and not less than ten (10) days prior to special meetings. Notice of special meetings shall indicate the purpose for which the meeting is being called.

4.5. Dates. Times and Places

The dates, times and places for meetings of the Board of Directors and Executive Committee shall be

- February: (the winter meeting, held as a conference call),
- May: (the spring meeting, coincides with Senior Banquet weekend),
- September or October: (the fall meeting, also called the “annual meeting”, which is typically conducted during Homecoming/Reunion weekend).

Special meetings of the Board of Directors or Executive Committee may be held via teleconference.

4.6. Cancellation

Special meetings of the Board of Directors and Executive Committee may be canceled by the President of the Association at any time.
4.7. **Quorums and Voting**

Eleven (11) Directors shall constitute a quorum at regular and special meetings of the Board of Directors. Each Director present shall be entitled to one vote. Five (5) members of the Executive Committee shall constitute a quorum at regular and special meetings of the Executive Committee. Each member of the Executive Committee present shall be entitled to one vote.

**ARTICLE V: Committees**

5.1. **Standing Committees**

The following shall be standing committees of the Association.

- Nominating / Recognition Committee
- Nursing Committee

The President of the Association may create additional committees as he or she deems necessary.

5.2. **Tenet Themes**

The six (6) Tenet Themes have been identified as

- Commitment to Service
- Touch Points/Networking/Events
- Smart Effective Communications
- Provide Alumni a ‘Seat at the Table’
- Interconnectivity
- Connections with current students

5.3. **Appointments**

The President of the Association shall appoint the chairs of all committees, Tenet Theme Leaders, Task Team Leaders, and the Task Teams Coordinator. Chairs, Leaders, and Coordinators must be voting members of the Board of Directors. Alumni Board Associates, Alumni Association members and the students, faculty and administration of Hartwick College may serve on the committees and Task Teams.

5.4. **Past Presidents Committee**

All past presidents of the Association shall serve as an advisory body to the Board of Directors, Executive Committee and President of the Association regarding any matters deemed appropriate by the President. Additionally, functions or responsibilities may be assigned to the committee by the President. The President shall appoint a chairman of the committee from among its membership. Meetings of the committee shall be called by the chairman or at the request of the President.
ARTICLE VI: Networks, Chapters, Branches or Clubs

The Board of Directors and the President and Vice President of the Association shall cooperate with the Director of Alumni Relations in seeking to establish and sustain networks, chapters, branches or clubs in such geographic locations or areas as may be practicable.

ARTICLE VII: Amendments

These by-laws may be amended by a majority of the votes cast by the Board of Directors at any meeting called for such purpose. Any member may submit in writing to the Executive Committee via the Office of Alumni Relations a proposed amendment or amendments. The proposed amendment or amendments shall be sent to and received by the Office of Alumni Relations not less than forty-five (45) days prior to the meeting at which it is to be considered, and notice of the proposed amendment or amendments shall be given to the Board of Directors not less than thirty (30) days prior to such meeting if it is a regular meeting and not less than ten (10) days prior to such meeting if it is a special meeting.

Membership

General Election

The general timeline for the election process will be set mutually by the Nominations/Recognition Chairperson and the Alumni Office each September.

The yearly calendar of exact dates will be available from the Director of Alumni Relations or the Nominations/Recognition Committee Chair.

Additional Directors

- The President of the College may appoint up to four Directors according to By-Laws 1.2.A.
- Young Alumni Directors are elected according to By-Laws 3.3.B.

Leadership Roles

Board leadership and project execution is a combined effort. The next section further defines the roles of the President, the Vice President, Committee Chairs, Tenet Theme Leaders, Task Teams Coordinator, Task Group Leaders, and other roles.

President

- The President plans, organizes and presides over three Alumni Association Board of Directors (AABD) meetings per year. The dates are established in coordination with the Alumni Relations Office and the Board of Trustees (BOT). Meetings usually are in February, May and Homecoming/Reunion Weekend.
- The President plans, organizes and presides over the monthly Executive Committee meetings and convenes any additional Executive Committee meetings as may be necessary to accomplish the business of the AABD.
• The President (or Vice President) represents the Alumni Association at Hartwick’s Commencement ceremony
• The President (or Vice President) represents the Alumni Association at Opening Convocation
• The President (or Vice President) represents the Alumni Association at the Senior Brunch or Senior Banquet as determined by the Senior Class. A member of the Executive Committee can represent the Alumni Board at this event if the two Officers are unavailable.
• The President is responsible for updating the letter to alumni accompanying the ballot for AABD elections in May/June each year. The President works closely with the Nominating / Recognition Committee and Director of Alumni Relations to finalize the ballot and manage the timing of the election process.
• The President contacts all new members of the AABD to congratulate and welcome them to the Board, and invite/assign to committees. This includes those elected by the July ballot as well as those appointed by the President of Hartwick College. It also includes the Young Alumni Director elected by the Senior Class as well as any member appointed by the President of the Alumni Association to fill a vacancy on the AABD.
• The President is responsible for e-mailing all new members the latest copy of AABD Constitution and By-Laws, and Board Orientation document.
• The President formally presents Alumni Awards at an event during Homecoming / Reunion weekend.

**Vice President**

• The Vice President assists with planning and organizing three Alumni Association Board of Director (AABD) meetings per year, attends those meetings, and presides in the event the President is unable to attend and preside. Meetings usually are in February, May and Homecoming/Reunion Weekend.
• The Vice President assists with planning and organizing the monthly Executive Committee meetings and convenes any additional Executive Committee meetings as may be necessary to accomplish the business of the AABD.
• In the event of the unavailability of the President, the Vice President represents the Alumni Association at Hartwick’s Commencement ceremony.
• In the event of the unavailability of the President, the Vice President represents the Alumni Association at Opening Convocation.
• President and/or Vice President represent the Alumni Association at the Senior Brunch or Senior Banquet as determined by the Senior Class. A member of the Executive Committee can represent the Alumni Association at this event if the two Officers are unavailable.
• The Vice President coordinates with the Office of Alumni Relations on a quarterly basis the maintenance of AABD member list, including term status and assignments, and circulates updated list to Hartwick College President’s Office and members of AABD.
• The Vice President provides orientation to new members of AABD consistent with the Alumni Association Board of Directors Orientation document, usually over the phone prior to new members attending their first Board meeting.
• The Vice President maintains attendance records of all AABD members, and contacts each member who misses a Board meeting to reinforce importance of attendance and participation to accomplish the business of the AABD.
• The Vice President stands in the shoes of the President whenever the President is not available to fulfill the functions of that position, and performs additional duties and special projects as assigned.
Committee Chair & Vice-Chair

- Each committee chair must be a voting member of the Alumni Association Board of Directors (and role as chair automatically gives the person a seat on Executive Committee as well).
- Each committee chair attends meetings of the Executive Committee as well as any interim meetings that may be scheduled in person or by conference call, unless excused or otherwise directed by the President or Vice President.
- Each committee chair shall designate a vice-chair from the committee to serve in the event the chair cannot preside over a meeting or otherwise perform the responsibilities as chair. The vice-chair should be a voting member of the Alumni Association Board of Directors.
- Each committee chair maintains a list of committee members (including name, class year, email address, and telephone number), indicating which committee members are Board members and which are non-board members. This list is to be provided once annual to the Director of Alumni Relations for publication on the Hartwick website. (target date after fall meeting)
- Each committee chair maintains a list of committee functions and goals, and ensures that the functions and goals support the objectives established by the Alumni Association Board of Directors in conjunction with Hartwick’s President. This list is to be provided once annually to the Director of Alumni Relations for publication on the Hartwick website. (target date after fall meeting)
- Each committee chair formulates and updates a calendar of committee activities to guide the work of the committee for the year (target date after fall meeting)
- Each committee chair develops meeting agendas for committee meetings as necessary to accomplish committee business. Chair collaborates with vice-chair and committee members as needed to develop agendas. Chair is responsible for sending agenda in writing to all committee members in advance of each meeting (target date: one month in advance of meeting). Chair is also responsible for sending agenda in writing to Director of Alumni Relations and AABD President for copying and distribution at committee meetings (target date: two weeks in advance of meeting).
- Each committee chair records or designates vice-chair to record minutes during committee meetings, and prepares written record of minutes to circulate to committee members and the Director of Alumni Relations following each meeting (target date: within one month of each meeting).
- Each committee chair provides a short update of committee work at Board of Director meetings. While this need not be a play-by-play, issues pertinent to all board members should be presented at this time, particularly those that require action from the Board.
- Each committee chair writes or designates vice-chair to write periodic articles for The Wick magazine in accordance with publication schedule set by Alumni Association Vice President.
- Each committee chair serves on task forces and completes special projects as assigned by Alumni Association President.
Tenet Theme Leaders

- Each Tenet Theme Leader will work with the Alumni Office to determine which on-campus office and staff best connects with their assigned Tenet.
- Each Tenet Theme Leader will, in conjunction with the appropriate on-campus office and staff, define specific tasks through which the Alumni Association can directly support the goals of the College and strengthen engagement with Alumni.
- Each task definition will include
  - Definition of the task
  - Measurable goals
  - Timeline for completion
  - On-campus contact
- Each Tenet Theme Leader will forward defined tasks to the Association President.

Task Team Leaders

- Each Task Team Leader will build a team from the Alumni Board Associates Pool, Alumni Association members and the students, faculty and administration of Hartwick College.
- Each Task Team Leader will design and execute a plan to accomplish the defined task.
- Each Task Team Leader will provide a monthly progress report to the Task Team Coordinator.

Task Team Coordinator

- The Task Team Coordinator will compile the monthly reports received from the Task Team Leaders.
- The Task Team Coordinator will provide the Association President and Vice President with a summary of Task Team progress.

Lifecycle of a Task (typical)
Standing Committees of the Board

Executive

See 1.3.

Nominating/Recognition

- To receive nominations for President and Vice President of the Alumni Association from within the Alumni Association Board of Directors, consider and select candidates biannually who have demonstrated the capability and commitment to provide leadership in these offices, and recommend a slate of officers for confirmation by the Alumni Association Board of Directors.
- To identify, screen, and present to the Alumni Association Board of Directors a slate of Hartwick alumni who are representative of the alumni body as a whole, and have demonstrated interest and a willingness to devote time and energy to Hartwick, to run in the annual election of directors for the Alumni Association Board of Directors.
- To receive nominations, consider and select recipients annually to receive various achievement, service, and volunteer awards presented by the Alumni Association during Homecoming/Reunion Weekend, designed to recognize those individuals whose credentials are truly outstanding and who have established a positive relationship with Hartwick.
- To review applications for the Legacy Scholarship and determine recipient.
- To consider and recommend to the Alumni Association Board of Directors any changes in the policies governing nominations, elections, and alumni awards.

Alumni Association Awards

- Distinguished Alumnus/a Award
- Meritorious Service Award
- Outstanding Young Alumnus/a Award
- Outstanding Volunteer Award
- Outstanding Employee Award

Detailed descriptions of each of these awards can be obtained at www.HartwickABOD.info.

Nursing

- To strengthen the connection between nursing alumni and the Hartwick College community, and to provide a link to the Alumni Association.
- To encourage applications from qualified students for the nursing scholarships, to review applications, interview applicants, and select scholarship recipients.
- To encourage financial support of the College by committee members and nursing alumni.
- To assist nursing students in their transition into the profession and into the Alumni Association.
General Meeting Information

Lodging and Meals

Board members are expected to make their own arrangements for accommodations while in Oneonta. The Director of Alumni Relations contacts local hotels to obtain discounted rates where available. Members might also consider joining hotel “rewards” type programs. Typically, lodging information is available in advance of the meetings, and it is wise to book early.

Generally, the college provides (through the alumni relations budget) a light continental breakfast in the morning before the committee meetings. Generally, a light lunch is available prior to full board meetings (also funded through alumni relations budget). Unless otherwise noted, other meals and entertainment are on your own.

Minutes

Committee and full board minutes should be compiled as soon after the meetings as possible. Committee chairs are responsible for appointing a recorder and disseminating the minutes prior to the next meeting. The Vice President is responsible for the Executive Committee minutes. The Director of Alumni Relations is responsible for coordinating the use of a recorder for purposes of the full board meeting.

Each director is expected to thoroughly read the minutes, and directors are expected to take swift action on items noted in the minutes.

Primary Contact

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