

# Regis College

## Alumni Council Charter

*Revised January 2023*

### Overview

The purpose of the Alumni Council is to enhance the mission of Regis and its institutional priorities. The Council strives to enhance the quality of service to alumni, increase Regis' alumni giving, participation, and to heighten the lifelong partnership between alumni and the university. The Council demonstrates commitment and supports the Regis mission by partnering with the Office of Institutional Advancement and Alumni Relations to build effective programs for Regis' alumni and the greater Regis community.

The Regis experience is notable for its strong sense of community; after Regis, that community lives on. Through the work of the Alumni Council and the Office of Institutional Advancement and Alumni Relations, members of the Alumni Council identify and promote opportunities to continue to engage the Regis community.

Alumni Council members act as ambassadors for Regis by:

- Promoting the university to their personal networks
- Encouraging student and alumni involvement now and in the future
- Connecting the university and broader communities
- Sharing stories about the impact of the university
- Giving their time, treasure, and talent

### Overall Structure

The Council is dedicated to fostering engagement, philanthropic support, and the promotion of the university's mission and institutional priorities. The Council demonstrates engagement and promotes mission by partnering with the Office of Institutional Advancement and Alumni Relations, building effective programs in service to Regis's alumni and the greater Regis community. A cohesive volunteer spirit pervades the Council's important efforts as they work to facilitate Regis's continued growth and vitality.

### Values

Members of the Alumni Council value:

- Regis as a lifelong community

- Participating in and supporting the mission of Regis
- A strong sense of loyalty to Regis
- Actively engaging with fellow alumni and current students
- A commitment to upholding a culture of philanthropy
- An inclusive alumni experience
- The balance of fun and hard work, much like their alma mater

## Benefits & Positive Outcomes

- Provide alumni the opportunity to expand their personal and professional networks by working with and meeting other alums and friends of Regis while supporting the success of the university
- Allows individuals to bring their unique skills to help drive the priorities of the university
- Access to administrators, faculty, and staff throughout the year within the Alumni Council
- 10% discount at the Regis bookstore
- A chance to build and maintain friendships that last a lifetime
- A heightened sense of awareness about Regis today, and an increased willingness of alumni to share the Regis' story
- Stronger fundraising, bringing Regis's participation numbers in line with those of our competitors and identifying giving opportunities that excite and engage alumni
- Increase opportunities to come together and enjoy the goodwill and talents of our peers and fellow alums

## Expectations:

While the Council's membership is voluntary, membership constitutes a serious and important commitment and obligation. Membership should be viewed as taking a high priority in one's professional and personal activities.

Specific expectations include:

- Attend three Council meetings per year (in person or via Zoom):
  - Summer/Fall - Kick Off Meeting
  - Early Winter- Mid-Year Meeting
  - Spring- Year End Wrap up and Reunion Weekend prep
- Be active in the Regis community by serving on a minimum of one committee
- Attend a minimum of two Regis alumni events/programs each fiscal year
- Make an annual financial contribution to Regis to obtain 100% giving participation by all Council members
  - Minimum of \$250 a year
  - Minimum of \$100 a year for GOLD (graduates of the last decade) alumni
- Prepare for Council and committee meetings by reading any designated materials or completing pre-work prior to the meetings

- During a reunion year, members will be expected to volunteer in a leadership role on their reunion committee
- Members are expected to contribute positively to discussions, including all-council meetings, committee meetings, and email exchanges within the Alumni Council. This includes focusing on a path forward and not complaining extensively about past issues, focusing on the situation and not the speaker, respecting differing viewpoints, and giving each member the opportunity to express their opinions.
- Members who are unable to fulfill the above responsibilities to the satisfaction of the university may be asked to step down prior to the end of their anticipated tenure

## Membership & Application Process

- Throughout the application process the Alumni Council and IA team will work to ensure that all class decades have a voice and are represented within the Council. A minimum of two graduate alumni will also be included on the Council
- New members can be appointed and/or submit an application for membership
- Applications will be reviewed in May, with candidate interviews conducted by members of the IA team and Alumni Council in late May/early June
- Selections will be made with the assistance of the Alumni Council members. The final approval will be made by the VP of Institutional Advancement and IA Staff
- New members will be announced each June
- Council members are asked to serve a three-year term, beginning on July 1 and ending on June 30
- The term of office of each member shall be three years, and no member shall serve more than two consecutive terms on the Council

## Committees

### *Engagement and Outreach Committee*

Engage more alumni in the university community by promoting a variety of programs and events to their fellow alumni which include traditional, social, educational, and service opportunities.

- Goals and responsibilities include:
  - Assist with leadership of class reunion committees
  - Increase attendance at IA hosted events and programs
  - Increase the number of new participants at events and programs
  - Recruitment, selection, and orientation of new members
  - New member mentor initiative
  - Manage the annual alumni award selection process

### *Career Services Committee*

Support the Center for Internships and Career Development and assist their fellow alumni and current students with career-related matters.

- Goals and responsibilities include:
  - Facilitate opportunities for students to engage with alumni and each other through mentoring, internships, and career-focused programming
  - Promote and increase internship and job opportunities to their fellow alumni and networks
  - Support and attend career development events and program hosted by the Center for Internships and Career Development

### ***Philanthropy Committee***

Works with IA, Class Officers, and Reunion Committees to help meet and exceed the fundraising goals set by the university.

- Goals and responsibilities include:
  - Outreach at key points during the year such as fiscal year-end, calendar year-end, Regis Giving Day and the Let It Shine annual gala
  - Assist the IA staff with identifying, recruiting, and stewarding class agents and Reunion Gift Committee members
  - Serve as a sounding board for fundraising ideas and strategies

### ***GOLD Committee (Graduates of the Last Decade):***

A diverse representation of alumni within 10 years of their graduation who are prideful and passionate about Regis and strive to keep recent graduates connected with their alma mater.

- Goals and responsibilities include:
  - Serve as leaders and ambassadors for Regis and as role models for fellow young alumni by attending Regis events and encouraging fellow GOLD alumni to do the same
  - Philanthropic support
  - Outreach to fellow GOLD alumni through email, mail, telephone, and social media outreach communications
  - Work to diversify the Alumni Council

## **Alumni Council Leadership**

The leadership of the Alumni Council shall consist of a President and Committee Chairs of each committee. The Office of Institutional Advancement will appoint the President and Committee Chairs to their three-year terms.

Leadership duties and expectations:

- The President and Committee Chairs must articulate and carry out the general vision, mission, and goals of the Council

- The President and Committee Chairs will work with IA to plan and facilitate Alumni Council meetings
- The President and the Committee Chairs will represent the Council at other Regis-related meetings and events as needed
- The President and Committee Chairs will participate actively in meeting agenda development and be a primary contact for both IA and Alumni Council members.
- The President and the Committee Chairs will ensure each member adheres to the charter and is accountable for their work on the committee
- The terms of the President and Committee Chairs will be two years and may be renewed for an additional two-year term at the discretion of IA plus a two-year term in an Emeritus role for a combined period not to exceed six consecutive years

## Confidentiality

- Please be aware that giving records and contact information for parents, alumni, and friends is highly confidential. Volunteers granted access to this information may only use it to conduct business on behalf of Regis College. This information is not to be shared and is not to be used for solicitation purposes for other causes. We ask that when you are finished using any such materials, either immediately return them to the IA or shred them as you would other proprietary information
- Regis College is grateful for its dedicated volunteers and appreciates the important work you are doing for the university. Thank you for your help in protecting the privacy of our donors and constituents
- All Alumni Council members will be asked to sign a confidentiality agreement prior to the September kick-off meeting each year