

**College of Saint Benedict
Alumnae Board**

Position Title: College of Saint Benedict Alumnae Association Board of Directors Member

Primary Staff Contact: Valerie Jones, Executive Director of Alumnae Relations

Primary Board Contact: Sigrid Hutcheson '59, Volunteer Manager/Chair Alumnae Board Development Committee

Purpose of Position: To foster and strengthen the life-long relationship between alumnae and the college; to connect, energize, and promote Bennies and to support the mission of Saint Ben's as the premier Benedictine College for women in the United States.

Responsibilities:

- Represent the value of a Saint Ben's education in a professional and thoughtful manner in alignment with the Benedictine Values on which our education is based.
- Actively participate in the planning and execution of alumnae board sponsored programming including events, activities, workshops, and networking opportunities.
- Actively participate in one alumnae board subcommittee (See committee overview document for additional information.)
- Educate and communicate with key stakeholders about the goals and success of the college.
- Increase the percentage of alumnae that engage with Saint Ben's during each fiscal year.
- Expand the base of alumnae financial support upon which the success of the institution depends.
- Assist the Alum Board with student recruitment activities, interact professionally with key departments on campus including Institutional Advancement, Financial Aid, and Experience and Professional Development (XPD).
- Make a financial gift and encourage others to join you.
- Submit a monthly report of volunteer activities on the board including time and mileage.

Qualifications:

- Must be an alumna of College of Saint Benedict.
- Must have an interest in supporting CSB and its alumnae.
- Ability to work in groups and/or independently on projects and strategies listed as board goals and in the various committees' workplans.
- Willingness to connect CSB, the Alumnae Board or other groups within CSB to resources, opportunities, and people in a mutually beneficial relationship.
- Must have availability to attend Committee Meetings and Alumnae Board meetings.
- Willingness to suspend contact restrictions during length of service, meaning as a volunteer you would receive all Saint Ben's communications.
- Willingness to develop leadership skills around the work of the various board committees.
- Fundraising, marketing, communication, event planning, and public relations skills or interest helpful.

Time Commitment:

- All Board Members commit to serving one two-year term on the Alumnae Board with the option to remain on the Board for two additional terms, or a total of six years. Some leadership roles do not count toward the term limits.
- Onboarding Process: All new Alumnae Board members are expected to attend a 4-5 hour orientation and training series to learn the way the Alumnae Board operations, how it fits into the wider

Institutional Advancement department, and other important information needed to be a successful alumnae board member.

- Alumnae Board Meetings- estimated 7 hours per meeting, including prep time, three meetings per year. Meetings typically in September, January, and April.
- Board Committee Meetings- estimated 2-3 hours per month including meeting prep time. Meeting schedules vary by committee.
- Joint (CSB/SJU) Alum Board Meetings and Social- estimated 3 hours of meeting/socializing. 1 or 2 times per year.
- Committee Projects: estimated 1-2 hours per month.
- Alumnae Board Special Events- estimated average 4 hours per event. (Events include Reunion Weekend, Homecoming, Move-In Day, First Year President's Dinner, Senior Dinner, Benedictine Day of Service, and Bennie Day, etc.) All Alumnae Board members are encouraged to participate in at least one special event per year.

Benefits:

- Connection to CSB and community of alumnae.
- Early access to CSB leaders, information, and opportunities.
- Skill development in areas of leadership, fundraising, public relations, event planning, and marketing.
- Opportunities to network on behalf of a nationally ranked liberal arts institution of higher education.
- Other benefits through association with the full Alumnae Association Board.

Alumnae Board Expectations:

- Provide financial support to CSB, making CSB a top philanthropic priority.
- Act as role models for all alumnae- contributing time, talent, and treasure for the well-being and success of CSB.
- Act as ambassadors of CSB in their respective communities, promoting CSB as opportunities arise.
- Attend all regularly scheduled Alumnae Board meetings, absent extenuating circumstances.
- If unable to fulfill the two-year term, submit a written resignation to the appropriate committee chair, the Executive Director of Alumnae Relations, the Alum Board Volunteer Manager, and the Alumnae Board President.

I have read and understand the details for this position description. I understand by signing below that I agree to the terms of this position outlined above.

Name (print): _____

Signature: _____ Date: _____

Board Volunteer Manager Signature: _____ Date: _____

Executive Director of Alumnae Relations Signature: _____ Date: _____