

**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: JoBeth Ranfranz, Volunteer Manager

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.
- Educate and communicate with key stakeholders about the goals and success of the college.
- Expand the base of alumnae engagement and financial support upon which the success of the institution depends.
- Increase the percentage of alumnae that engage with Saint Ben's during each fiscal year.
- Actively participate in the planning and execution of Board sponsored events, activities, workshops, and networking opportunities.
- Assist the Alum Board with student recruitment activities, interact professionally with key departments on campus including Institutional Advancement, Financial Aid, and Career Services.
- Make a financial gift and encourage others to join you.

Qualifications:

- Must be an alumna of College of Saint Benedict.
- Must have an interest in supporting CSB and its alumnae.
- Fundraising, marketing, communication, event planning, and public relations skills or interest helpful.
- Ability to work in groups and/or independently on projects and strategies listed as board goals and in the various committee's 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 develop leadership skills around the work of the various board committees.
- Willingness to submit a monthly report of volunteer activities on the board including time and mileage.

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 6 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.
- Board Committee Meetings- estimated 3 hours per month including meeting prep time. Meeting schedules vary by committee.

- Joint Alum Board Meeting and Social- estimated 3 hours of meeting/socializing.
- Committee Projects: estimated 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, 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.
- 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: _____