

## **Board Roles and Responsibilities Descriptions**

### **Qualifications**

In order to be eligible for nomination to begin the application process to become a volunteer on the Bauer College Alumni Association (BCAA) Board of Directors, you must have served on a BCAA committee for at least one year and does not need to be the prior year. That year must consist of being involved year-round to understand what a chair on the BCAA Board must be responsible for and attend on an annual basis. Participation in one event during the year does not qualify as a full year of committee volunteerism. BCAA is a recognized constituent group of the University of Houston Alumni Association (UHAA) and BCAA Board members should be active in events when possible that are hosted by UHAA to represent BCAA. Nominations to be part of the board are accepted every spring for the respective open positions and must be received in line with the respective application timeline. Prior to regular board nominations the Executive Committee (EC) must be elected to ensure that any openings left from promotions to the EC are put on the ballot for nominations to be accepted to fill those positions.

### **Board of Director Responsibilities (Applicable To All Positions)**

- Know and follow the mission of BCAA and UHAA
- Attend four full Board meetings each year and prepare committee reports prior to the meetings. If necessary, participation can be via conference call, but this is not preferred
- When needed, be willing to take on tasks that may not fall under your specific board role with the intent of helping us achieve our goals/events to the highest level of professionalism
- Exercise loyalty towards the Board and confidentiality regarding its internal affairs as discussed at meetings
- Review and make recommendations for updating the By-Laws of BCAA
- Attend as many BCAA sponsored events as possible and encourage other alumni, parents and friends to join you
- Serve as an ambassador for quality higher education at Bauer College and University of Houston
- All board members are expected to assist in reaching out to their networks for participation in BCAA events
- All board members are expected to vote in elections in order for the election to have full participation of the board
- Note that BCAA is only allowed to raise money for BCAA events that are on the calendar. We are not allowed to ask for money/donations without an event, raffle, or silent auction. Further, it is against the mission of BCAA to raise funds for initiatives that are a direct conflict of interest to BCAA (i.e. anything where the same pool of people/businesses are asked for money/donations/sponsorships, such as Bauer College specific initiatives).

## 1. ENGAGEMENT COMMITTEE CHAIR

- **Role**

The Engagement Committee Chair provides leadership to the Engagement Committee to promote increased involvement in BCAA and Bauer College. To provide support to BCAA Board on all strategic plans related to engaging BCAA alumni members everywhere by tailoring efforts to their geographic location, BCAA experiences, and life stages. The Engagement Committee Chair serves in their role for a two-year term.

- **Responsibilities**

- Call together lead members of committee a minimum of 4 times a year for in person meetings and online or telephonically as needed
- Ensure that there is a quorum in attendance and that attendees are given actionable items to work on with specific deadlines
- Draft meeting minutes and forward to the Committee and EC within 10 days of the meeting.
- Work with BCAA and UHAA to facilitate meetings and ensure proper support
- Attend events as requested by the Alumni Relations Staff
- Attend campus-wide and off-site events by Undergraduate and Graduate student organizations to increase the reach of the BCAA
- Engage and motivate non-board members to serve on committees
- Act as liaison with other Bauer alumni constituent groups (i.e. WCE, PES, etc.) in coordinating their engagement efforts with BCAA. While these groups can have events, these groups should be working in conjunction with BCAA's direction.

## 2. ENGAGEMENT COMMITTEE CO-CHAIR

- **Role**

The Engagement Committee Co-Chair supports and assists the Engagement Committee Chair to promote increased involvement in BCAA and Bauer College. To provide support to BCAA Board on all strategic plans related to engaging BCAA alumni members everywhere by tailoring efforts to their geographic location, BCAA experiences, and life stages. The Engagement Committee Co-Chair serves in their role for a two-year term.

- **Responsibilities**

- Call together committee as needed (minimum of two times per year)
- Ensure that there is a quorum in attendance and that attendees are given actionable items to work on with specific deadlines
- Draft meeting minutes and forward to the Committee and EC within 10 days of the meeting
- Work with Alumni Relations Staff to facilitate meetings and ensure proper support
- Attend events as requested by the Bauer College Alumni Relations Staff or by the EC
- Attend campus-wide and off-site events by Undergraduate and Graduate student organizations to increase the reach of the BCAA
- Engage and motivate non-board members to serve on committees

### 3. EVENTS COMMITTEE CO-CHAIR

- **Role**

The Events Committee Co-Chair supports the Events Committee Chair for BCAA to ensure that the committee is successful and ensure the chair is not overwhelmed. Will be focused on organizing, planning, advising committee members, and developing club events & programming. The Events Committee Co-Chair serves in their role for a two-year term.

- **Responsibilities**

- Recruit volunteers to assist in developing and executing the event
- Actively solicit contacts that would help contribute to each event's success
- Work with EC to schedule committee meeting dates, develop agendas and facilitate committee meetings
- Communicate regularly with EC and Communication Chair, event volunteers, and monitor progress of planning (using timeline) to ensure tasks are completed
- Hold committee members accountable for their tasks and the overall goals of the event
- Work with Finance Committee and Treasurer to manage and adhere to approved budget
- Define tasks and assign volunteers to roles

### 4. FINANCE COMMITTEE CHAIR

- **Role**

To promote the sound financial management of BCAA, consistent with the strategic plan of the Association and the highest ethical standards. This position is responsible for the Board's financial oversight and fiduciary responsibilities. The Finance Committee Chair monitors and evaluates the Association's financial resources and adherence to operating and capital budgets. The position recommends and interprets financial policy and monitors its implementation. The Finance Committee Chair serves in their role for a two-year term.

- **Responsibilities**

- Attend events and track/accept payments and track/accept invoices for event
- Coordinate with UHAA to have a UHAA contact at event with a payment method (i.e. UHAA iPad with square)
- Approve invoices for payment along with Treasurer (dual approval required)
- Submit cash and checks to UHAA for tracking
- Submit invoices and reimbursement request to UHAA for reimbursement
- Reconcile BCAA budget to actual with UHAA financials
- Keep Treasurer updated on financial standing
- Updates the Board at meetings on financials solely or in conjunction with the Treasurer
- Coordinate a committee representative to attend other committee meetings and events

## 5. SPONSORSHIP COMMITTEE CHAIR

- **Role**

The Chair of the Sponsorship Committee will lead the Sponsorship Committee and is responsible for performing duties in line with the purpose of the committee and raising funds for BCAA; which includes making connections with potential alumni members for sponsorships. This position works hand-in-hand with the Events committee to gather resources to assist with development/fundraising for all events through the year and to plan for future events. The Sponsorship Committee Chair serves in their role for a two-year term.

- **Responsibilities**

- Develop a sponsorship package for the upcoming year based on known events and update sponsorship package based on current year events where more sponsorship is required
- Promote prospect-screening activity in the fall with the full committee to garner giving potential of classmates and identify top prospects
- Solicit leadership giving prospects and record pledges using prospecting tools in accordance with the BCAA event giving timelines, primarily via phone (or in-person visits when appropriate)
- Lead and participate in committee training sessions and ensure someone from the Sponsorship Committee attends all other committee meetings in-person when possible or via conference call to make sure the Sponsorship committee is aware of any needs
- With BCAA and Bauer College staff, develop content (i.e. strategy, outreach updates, cultivation event planning) and convene Leadership Giving sub-committee as needed
- Personally, thank alums and other donors who you have solicited upon receipt of their gift
- Help ensure committee members are meeting goals following best practices taught through training
- Work with Marketing chair to create sponsorship marketing materials and to market the information
- Communicate regularly with EC and Communications Chair on proper messaging for sponsors and important dates

## 6. SPONSORSHIP COMMITTEE CO-CHAIR

- **Role**

The Co-Chair of the Sponsorship Committee will assist the Sponsorship Committee Chair and is responsible for performing duties in line with the purpose of the committee and raising funds for BCAA; which includes making connections with potential alumni members for sponsorships. This position works hand-in-hand with the Sponsorship Chair and Events committee to gather resources to assist with development/fundraising for all events through the year and to plan for future events. The Sponsorship Committee Co-Chair serves in their role for a two-year term.

- **Responsibilities**

- Assists with developing a sponsorship package for the upcoming year based on known events and update sponsorship package based on current year events where more sponsorship is required
- Promote prospect-screening activity in the fall with the full committee to garner giving potential of classmates and identify top prospects
- Solicit leadership giving prospects and record pledges using prospecting tools in accordance with the BCAA event giving timelines, primarily via phone (or in-person visits when appropriate)
- Lead committee meetings in the absence of the Sponsorship Chair and participate in committee training sessions.
- Will assist with ensuring they are present or someone from the Sponsorship Committee attends all other committee meetings in-person when possible or via conference call to make sure the Sponsorship committee is aware of any needs
- Will assist the Sponsorship Chair with BCAA and Bauer College staff, develop content (i.e. strategy, outreach updates, cultivation event planning) and convene Leadership Giving sub-committee as needed
- Personally, thank alums and other donors who you have solicited upon receipt of their gift
- Help ensure committee members are meeting goals following best practices taught through training
- Work with Marketing chair to create sponsorship marketing materials and to market the information
- Communicate regularly with EC and Communications Chair on proper messaging for sponsors and important dates

## **7. COMMUNICATION COMMITTEE CHAIR**

- **Role**

The communication chair serves as the conduit through which the information flows within BCAA, BCAA alums, and up to UHAA. The communication officer will prepare a written copy describing the BCAA programs and activities to include the who, what, when and where type of information. In addition, the communication officer is responsible for monitoring the BCAA website information ensuring accurate and relevant information. The communication officer is elected by BCAA, reports to the BCAA EC Committee, and serves a two-year term.

- **Responsibilities**

- Coordinate with UHAA the communication needs of BCAA
- Communicates regularly with all committee chairs and the EC to ensure the proper message of BCAA and important dates are being communicated
- Work with UHAA to submit written material regarding the BCAA's programs and activities. Such information would be used in creating promotional material and other communication mediums such as Facebook
- Monitor website and other social networking tools to ensure information is kept current
- Keep a calendar of dates needed for communication needs (i.e. when UHAA/Bauer need information to go in an email blast, etc.)