



WPI

ALUMNI ASSOCIATION

BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

The WPI Alumni Association (WPIAA) was founded in 1891 by a small group of alumni to promote general interest in education and strengthen ties with the university and each other. The WPIAA continues this work today, while also developing new ways to serve alumni and students.

The mission of the WPI Alumni Association is to:

1. Be a voice and effective advocate for the alumni body within the WPI community, maintaining an alumni perspective, and
2. Connect, engage and involve alumni with WPI and one another in support of WPI's mission and goals.

The work of the WPIAA is led by an Executive Cabinet and Board of Directors, which meets throughout the year to plan initiatives and programs that support the mission of the Association, the needs of the alumni it represents, as well as WPI's mission and goals.

Responsibilities of the Board

- Promote WPI and support the interests of WPI alumni.
- Enable, clarify and preserve the mission of the Alumni Association.
- Periodically review and revise as appropriate the long range plans of the WPIAA.
- Identify, recruit, select new members through the WPIAA nominations process; train and orient new members in preparation for their service on the board.
- Assist the board officers in regularly assessing board performance.
- Regularly review and approve the financial operations of the Alumni Association.
- Create and dissolve committees as needed to conduct the work of the WPIAA.
- Provide guidance and feedback on university initiatives designed to engage alumni in a meaningful, lifelong relationship with WPI.

Expectations of Board Members

- Know and follow the mission of the WPI Alumni Association.
- Attend meetings of the Board of Directors (4 meetings annually) and the Alumni Association Annual Meeting, in person or virtually.
- Serve on at least one board committee; committee work continues between board meetings by phone, email, and committee meetings from time to time.
- Attend WPI alumni events, and encourage other alumni to join you in participating.
- Read, engage with, and share news and other content from WPI (WPI Journal, The Bridge, WPI Alumni social media channels, etc.).
- Assist the Nominating Committee in identifying future alumni leaders.
- Make an annual gift to WPI, and support efforts to build a culture of philanthropy.

Average time Commitment: approximately 2-3 hours per month.

Additional Responsibilities for Alumni Association Officers and Representatives

President

- Provide leadership for the WPI Alumni Association and Board of Directors.
- Have executive authority over the activities and affairs of the Alumni Association.
- Preside over the Alumni Association Annual Meeting.
- Chair meetings of the Board (4 meetings annually) and Executive Committee (as needed).
- Serve as host or emcee at a variety of Alumni Association events and gatherings.
- Author a monthly President's letter to be included in The Bridge email newsletter.

Average time Commitment: approximately 10-15 hours per month. Two year term as President, six year total commitment (President-Elect, President, Past President).

President-Elect

- Provide leadership for the Board of Directors as a member of the Executive Committee.
- In case of absence of the President, perform the duties and powers of the President.
- Attend or serve as host for Alumni Association events and gatherings as needed.
- Serve as a member of the Nominating Committee.

Average time Commitment: approximately 5-7 hours per month. Two year term as President-Elect, six year total commitment (President-Elect, President, Past President).

Past President

- Provide leadership for the Board of Directors as a member of the Executive Committee.
- Attend or serve as host for Alumni Association events and gatherings as needed.
- Chair the WPI Alumni Association Nominating Committee and oversee the nominations process.

Average time Commitment: approximately 5-7 hours per month. Two year term as Past President, six year total commitment (President-Elect, President, Past President).

Treasurer

- Provide leadership for the Board of Directors as a member of the Executive Committee.
- Oversight of all invested funds of the Alumni Association, as well as financial books and records.
- Partner with Lifetime Engagement staff liaison to manage WPIAA revenue and expenses.
- Chair the WPI Alumni Association Finance Committee.

Average time Commitment: approximately 5-7 hours per month. One year term, with eligibility for indefinite re-election.

Representative to the Trustee Sub-committee on Lifetime Engagement

- Serve as a member of the Trustee Sub-committee on Lifetime Engagement.
- Attend meetings of the Board and the Sub-committee, serving as a liaison between the two groups.
- As a member of the sub-committee, provide advice and counsel to Lifetime Engagement staff on strategic direction for annual giving and alumni engagement activities.

Average time Commitment: approximately 3-4 hours per month. One year term, with eligibility for indefinite re-election.