

## **Board Member Responsibilities**

The mission of the Alumni Association (Association) is to support the development of The University of Texas Health Science Center at San Antonio's School of Medicine (School) as a premier medical school, advancing its vision via alumni programs. The guiding principles for programs of the Association shall be to promote:

- Fellowship among the School community (alumni, students, faculty, staff)
- Student support
- Excellence in academics
- Contribution to the communities in which School campuses reside
- Financial support of the UT Health Science Center at San Antonio

### **Board of Directors' Objectives**

1. Increase overall alumni engagement in Association events, programs, and activities on campus and around the country.
2. Increase overall alumni fundraising to support the School's mission, vision, and leadership.
3. Work closely with the Alumni Relations Office to ensure that the Association operates in an effective and fiscally responsible manner according to the Bylaws.
4. Develop a strong pipeline of potential Board members, class agents, and regional chapter officers to support and guide Association activities.

### **Board Member Responsibilities**

#### ***1) Actively participate in Board meetings throughout the calendar year.***

- The Board of Directors will have at least four and no more than six Board meetings in any one calendar year. Board members are expected to attend all meetings (in person or by phone) and be prepared to discuss agenda items. In the event that a Board member cannot attend a meeting, s/he will inform the Alumni Relations Office in advance. **Note:** When possible, Board meetings will be scheduled on the same days as major School events (e.g., Match Day, White Coat ceremony) to maximize Board member attendance at Board meetings and School events.

#### ***2) Actively participate on at least one Board committee each year.***

- During any calendar year, the Board will form a number of committees to facilitate the mission of the Association and achieve the objectives of the Board. These committees may include the nominating committee, finance committee, Reunion Weekend committee, community service committee, and awards committee. Each Board member is expected to volunteer for, and actively serve on, at least one

committee in each year of his/her three-year term. Board members are welcome to serve on more than one committee.

**3) *Actively support and reinforce Alumni Association communications.***

- Board members will stay apprised of Association communications to alumni and reinforce key messages with fellow alumni and classmates, as appropriate. Board members will also promote alumni updates and accomplishments to the Alumni Relations Office for publication in print and electronic communications.

**4) *Actively encourage fellow alumni to engage in alumni programs, events, and activities.***

- Board members will promote Alumni Association events to fellow alumni and encourage them to attend.

**5) *Actively encourage alumni to participate in alumni fundraising campaigns.***

- Board members will promote Association fundraising campaigns to fellow alumni and encourage them to consider contributing to the campaign as they are able.

**6) *Support alumni fundraising campaigns with donations.***

- Every Board member will participate in alumni campaigns by giving according to his/her financial means. One hundred percent participation by Board members, at any level, makes a powerful statement and sets a strong example for the rest of our alumni to follow.

**7) *Assist in planning and/or hosting local alumni events.***

- Board members will assist the Alumni Relations Office in planning and hosting local receptions and other activities, working closely with regional chapter officers and class agents, as appropriate.