



Pitt-Greensburg Alumni Association Director/Member Responsibility Form

PGAA Mission Statement

The Pitt-Greensburg Alumni Association (PGAA) provides opportunities for the continued success of the Pitt-Greensburg community while supporting the educational missions of the University of Pittsburgh at Greensburg.

Position Title: Director/Member, Board of Directors

General Duties: The Pitt-Greensburg Alumni Association Board of Directors serves in an advisory capacity to the Office of Alumni Affairs. Members of the Board of Directors work closely with the staff of Institutional Advancement and Alumni Affairs, who are responsible for the day-to-day operations of the PGAA. The PGAA Board serves a critical role by providing strategic direction, resources and professional expertise to carry out the PGAA mission.

This may include, but not limited to, promoting fellowship among alumni, representing alumni in the governance structure of the campus, informing alumni about developments at Pitt-Greensburg, promoting Pitt-Greensburg to the general public, and encouraging graduates to become engaged in University life and to become lifelong financial contributors. All of this should be done in accordance with the mission of the University of Pittsburgh at Greensburg.

Term in Office: Board members serve an elected term of 3 consecutive years beginning on July 1 of the elected year, and may be re-elected for a second term.

Roles and Responsibilities of the Board:

1. *Strategic Planning.* Establish the goals, strategies, and objectives to enable the Association to fulfill its mission.
2. *Resource Development.* Actively participate in membership and fund development activities to secure funds for current expenses and support activities to fund current and long-term obligations for the PGAA.
3. *Finance.* Ensure that the financial affairs of the PGAA are conducted on a responsible basis in accordance with established policies and in recognition of the Board's fiduciary responsibility.
4. *Community and Campus Relations.* Understand the mission and goals of the PGAA and serve as an ambassador in building campus and community partnerships and support.
5. *Membership.* Participate in recruitment of Board members.

Duties of Each Board Member:

1. Attendance at Board meetings and the Board retreat is required and will be recorded. Attendance via teleconferencing is acceptable.
 - a. Kickoff Meeting
 - b. Fall Meeting, if scheduled
 - c. Winter Meeting
 - d. Commencement Leadership Meeting
 - e. Planning Retreat
 - f. Special meetings as called
2. Participation in all Board votes and in at least one committee or sub-committee.
3. Financial support of the PGAA. Each Board member is strongly encouraged to contribute annually to a fund of their choice.
4. Involvement in and promotion of PGAA sponsored events and programs.
 - a. Engage other alumni to reconnect/volunteer with the University
 - b. Nominate individuals for the Board and alumni awards
 - c. Participate in a minimum of one networking event per year, such as Mock Interview Night, Pitt Day in Harrisburg, Dinner with a Bobcat, Pitt Networking Day, etc.

Signature: _____

Date: _____

Name (please print): _____

Term Begins: _____

Term Expires: _____