



Pitt-Greensburg Alumni Association Board President 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:

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.

General Duties:

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 officers serve an elected term of 2 consecutive years beginning on July 1 of the elected year, and may be re-elected for a second term for up to a total of 4 years within one position.

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.

President, Board of
Directors

Revised 12/14/2020

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Duties of Board President:

1. Attend and preside over all Board and Executive Committee meetings and the Board retreat.
 - a. Fall Board Meeting
 - b. Winter Board Meeting
 - c. Commencement Leadership Meeting
 - d. Board Planning Retreat
 - e. Monthly Executive Committee Meeting
 - f. Special meetings as called
2. Serve as an ex-officio member of the Pitt-Greensburg Advisory Board.
 - a. Meetings take place in September, December and April
 - b. PGAA reports
 - i. Submit report two weeks in advance for the Advisory Board Book
 - ii. Present update at meeting
3. Represent, or designate an Executive Officer to represent, Pitt-Greensburg on the Pitt Alumni Association (PAA) Board of Directors.
 - a. PAA Board Meetings
 - i. Homecoming (Friday of Homecoming weekend)
 - All day event in Oakland
 - Includes morning committee meetings, Banner Luncheon, Board meeting in afternoon, social events, and Welcome Back Reception in evening
 - ii. Annual meeting
 - Held in May
 - Afternoon meeting preceded by lunch and followed by an awards gala
 - b. Director on School, College & Regional Campus (SCR) Committee
 - i. SCR meeting attendance
 - Six evening meetings a year, typically held Mondays at 6 p.m. in Oakland from August through April
 - Two general meetings in Oakland a year
 - ii. Updates
 - Submit the week prior to the meeting
 - iii. Service on a SCR Committee
 - Time devoted depends on a committee
4. Financially support the PGAA. Each Board member is strongly encouraged to contribute annually to either the Annual Fund or to a fund of their choice.
5. Appoint replacement members to the Board or replacement officers to the Executive Committee when a member or officer is unable to serve his/her full term with the advice of other elected officers and the Office of Alumni Affairs.

6. Present a year-end annual report to the PGAA Board of Directors at the annual retreat.
7. Act as the official representation of the PGAA at University and alumni functions.
 - a. Participate in and promote PGAA sponsored events and programs
 - b. Present all PGAA awards to recipients at respective ceremony or function
 - c. Engage other alumni to reconnect/volunteer with the University
 - d. Nominate individuals for the Board and alumni awards
8. Serve as advisor to successor for one year upon the end of President's term.

Signature: _____

Date: _____

Name (please print): _____

Term Begins: _____

Term Expires: _____