



**UAH Alumni Association  
Board of Directors  
Details of Service**

Purpose of this Form	This form provides you with basic information about what the UAH Alumni Association requires from its Board members. If you have doubts about your ability to commit the required time, attend scheduled meetings, or comply with these requirements, please advise the Executive Director at the time of your application submission.
Our Mission	<u>Mission:</u> The UAH Alumni Association is the official organization of the University's alumni. The UAH Alumni Association is dedicated to connecting the University and its alumni in a mutually beneficial relationship through fostering a spirit of pride and loyalty, celebrating tradition and innovation, and encouraging meaningful engagement in support of UAH's mission.
Selection Process	<ol style="list-style-type: none"> <li>1. Any UAH alumnus/alumna wishing to serve on the UAH Alumni Association Board of Directors may submit a Board of Directors application by April 31.</li> <li>2. All applications are reviewed by the Nominating Committee. Further interviews with applicants may be conducted at the discretion of the Committee.</li> <li>3. Selected candidates will meet with the Nominations Committee for an interview.</li> <li>4. After interviews are conducted, the slate of Alumni Board nominees will be submitted by the Nominations Committee to the UAH Alumni Association Board of Directors for a vote at the June board meeting. If approved, will be submitted for a vote to the Alumni Association and installed at the UAH Alumni Association Annual Meeting in August.*</li> </ol> <p>*Candidates are chosen based on strengths and experience that align with current needs of the association and the University.  **Any applicants not nominated for a Board position will be retained on file for one year for future consideration.</p>
Eligibility (according to Association Bylaws)	<ul style="list-style-type: none"> <li>- No director shall serve concurrently with an immediate family member.</li> <li>- No director shall be a current full-time University employee.</li> <li>- Directors shall receive no compensation for their services, nor shall any director be reimbursed for any expenses incurred in attending regular, annual, or special meetings of the Board.</li> </ul>
Term of Office	<ul style="list-style-type: none"> <li>- 2 years (except for the two student members who serve one-year terms).</li> <li>- Elected and installed at the UAH Alumni Association Annual Meeting.</li> <li>- Directors may serve 3 two-year terms. Following three terms, members must then rotate off the Board for a minimum period of one year. After a one-year period of absence from the Board, a former Board member may reapply for consideration to serve another two-year term.</li> </ul>

Fundraising	All Board members are asked to make an annual donation to UAH. Amount and designation is at the discretion of the Board member. Our goal is to have 100% participation from the Board each year.
Time Requirements	We require a time commitment of approximately 40 hours per year, or on average 2 hours every other month for: Board Planning Meeting in August (one time meeting, <u>1-2</u> hours), board meetings every other month (1 hour per meeting), committee meetings as needed (1 hour per meeting), and special events throughout the year. We cannot serve our fellow alumni well or meet deadlines without full participation from all Board members.
Board Meetings	The full Board meets every other month, on the first Thursday of the month, at 5:30 p.m. One of the meetings is the UAH Alumni Association Annual Meeting, which is held each August. At this meeting, the association votes on and installs new Board members and new officers.
Committee Meetings	Committees meet at the pleasure of committee members in order to accomplish certain tasks by established deadlines. Attendance is essential for the committees to complete their objectives.
Board Planning Meeting	All Board members are expected to attend a Board Planning Meeting (approximately <b>1-2</b> hours in duration) to discuss plans for the upcoming fiscal year. This meeting is generally held on a Thursday evening following the UAH Alumni Association Annual Meeting and before our first regular Board meeting in October.
Alumni of Achievement Awards	All Board members are expected to attend the Alumni of Achievement Awards. The Alumni of Achievement Award is the highest honor bestowed by the UAH Alumni Association on alumni who have experienced success through their career and personal community involvement. As this is an award presented by the Association, Board attendance and support of this event are essential.
Other Requirements	Board members are strongly encouraged to support all UAH Alumni Association activities and events with attendance at a minimum of 50% of activities throughout the year. Board members are also frequently invited to attend special campus events as Alumni Association representatives and are encouraged to do so as their schedule allows.
Conflict of Interest Policy	Each Board member annually signs a Conflict of Interest Policy.  The purpose of the Conflicts of Interest Policy is to protect the interest of the UAH Alumni Association when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or trustee of the association. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.