

## **Board Member Requirements**

Thank you for your interest in serving on the Board of Directors for the FIU Alumni Association. The Bylaws of the FIU Alumni Association require all board members to be alumni of Florida International University.

The FIU Alumni Association is looking for individuals whose personal attributes, networks, professional skills, and expertise will enhance the Board's ability to develop high-level organizational policies and strategic "end" goals. Ideal candidates demonstrate leadership and commitment to the communities they serve, as well as the ability to build consensus and communicate to diverse constituencies. Dedication to FIU is demonstrated by productive participation in the FIUAA and/or other campus activities.

FIUAA board members, fellow alumni, university faculty/ administration, and alumni association staff may submit candidates for membership on the FIUAA Board of Directors. Self-nominations are welcome.

All candidates must submit a completed nomination application (attached) and a professional photograph. Candidates have the option of submitting one or more letters of support. All prospective candidates will be notified as to the final status of their nomination within six months.

### **FIU Alumni Association Board Member Job Description**

A prospective member of the FIU Alumni Association Board of Directors is nominated to hold this position based on demonstrated involvement, support, and commitment to Florida International University and the Alumni Association. In accepting the nomination, an individual agrees to fulfill the requirements and meet the responsibilities associated with board membership. These include, but are not limited to:

- Directors are expected to contribute personal and financial resources to the Alumni Association. Directors are asked to donate annually a minimum of \$1,000 or fundraise \$5,000 or more toward program sponsorships
- Attend Association Board meetings of which there are four per year, including the annual meeting.
- Willingness to serve actively on the Alumni Association Board and its committees. This includes preparing for and attending board and committee meetings, asking questions, taking responsibility and following through on a given assignment.
- Willingness to reach consensus and support board decisions.
- Becoming a representative and spokesperson for FIU and the Alumni Association. This can include talking with prospective students, meeting with other alumni, communicating with area legislators, attending local alumni events, speaking at commencement and more.
- Assisting the University and Alumni Association in identifying, cultivating, involving alumni and friends in areas such as student recruitment, job placement, legislative advocacy, leadership, and financial support.
- Representing the University and Alumni Association at institutional and alumni activities/programs.
- Being familiar with and promoting the programs, services and activities sponsored, organized and coordinated by the Office of Alumni Relations.
- Accepting leadership and participatory roles in University and Association programs.
- Working closely with the Alumni Association staff to develop/achieve strategic goals and determine policies/direction.
- Completing an annual self-assessment of your involvement with the Alumni Association and University.