

Lesley University Alumni Council
Member Description and Responsibilities

Term of Office: Two Years

Alumni Association

The purpose of the Alumni Association is to further the mission of Lesley University and to establish a mutually beneficial relationship between Lesley University and its alumni. The Alumni Association of Lesley University creates and maintains a connection between alumni and the University through a wealth of club activities, continuing education programs, online services, and alumni events around the country. Membership is automatic upon completion of course work and currently there are no annual Association dues. The Lesley University Alumni Association is comprised of more than 78,000 graduates.

Committed volunteers are central to the success of the University and Lesley is grateful to the hundreds of dedicated alumni who give so freely of their time and talents. Volunteers play an essential role in securing support for the University. The philanthropic example of our alumni volunteers – coupled with their personal connections to classmates, parents, and friends – makes them a cornerstone of Lesley University.

Alumni Council

The Lesley University Alumni Council is an elected body, which establishes goals and implements policy for all members of the Alumni Association. The Alumni Council typically consists of 25-30 members and an Executive Committee, comprised of four Officers and two Alumni Trustees. Members of the Council are elected to serve two (2) year terms.

Alumni Council Member Responsibilities

Lesley University recognizes council members as valued, trusted, and resourceful, alumni. Listed below are the general and specific responsibilities of all Alumni Council positions. Members will not be solely responsible for all duties listed below, unless indicated. However, they will be expected to work with the Office of Alumni Relations and other University departments to determine which of the following responsibilities are appropriate. As an active member of the Alumni Council, you will be expected to adhere to the following:

ALL Members of the Alumni Council will:

- Promote the mission, interests, and welfare of Lesley University
- Attend three (3) full Council meetings annually
(Typically October, March, and June alumni council travel policy in place)
- Attend a minimum of two (2) local alumni programs, meetings, open house events, college fairs, reunion, Parents and Friends Weekend etc. per calendar year
- Participate in the Lesley University Annual Fund annually
- Internet access (*frequent e-mail correspondence*)
- Submit year-end reports to Council President and Director of Alumni Relations by June 30th
- Serve on at least one subcommittee of the Alumni Council:
 - Arts
 - Athletics

- Awards
- Benefits
- Chapters
- National Service
- Nominations & Elections
- Scholarship
- Committee participation includes
 - Periodic Conference calls
 - In-person meetings if warranted/able (*geographical location may not allow this*)
 - Frequent communication via e-mail
- Read and abide by the current Lesley University Alumni Council By-Laws
- Adhere to Lesley University Association policies and procedures and chapter regulations
- Promote programs that enrich the professional, cultural and personal lives of alumni

Responsibilities by Geographic Area

- Recruit other alumni to support and grow chapter/region
- Assist the Office of Alumni Relations in the establishment and maintenance of regional chapters
- Provide opportunities to participate in and serve the Lesley Community
- Represent the interests and concerns pertinent to the alumni in your chapter/region
- Survey alumni in your area
- Support National Day of Service events in your area

Student Outreach

- Outreach to prospective students and accepted new students
- Serve as a resource to current students

