

Lewis & Clark Board of Alumni

Board Structure Proposal

June 2014

Current Structure

- President
- Four Standing Committees
 - Administration
 - Events and Volunteers
 - Fundraising
 - Communication
- **Executive Committee** (Not utilized often, but provided for in Bylaws
 - some members are per Bylaws, others by Presidential appointment)
 - Currently comprised of President, President-Elect or Past President (as applicable), Andrew and the chair of each of the Standing Committees

Why Change the Structure?

At our February Board meeting we decided that it was time to take a look at our structure....and see if it was still meeting our needs. A task group of 7 was formed to take a look at our structure and bring a recommendation to our June meeting. That group met twice, and after focused discussion with the group and Andrew and his team...we made the following determinations.

What Is Working

- We are a working board with structure
- There is an expectation that everyone will serve
- Members are very engaged, with ownership of projects
- Members can choose the committees/projects that he/she wants to work on
- New members can engage quickly
- Members can work on multiple projects
- We have been most successful around particular projects where the whole Board is engaged

What Needs Attention

- The work assigned to the committees is not balanced
- The communications committee does not have a clear role
- Because of the way Institutional Advancement works with the BOA, we may not need a fundraising committee, since they tend to work with one lead and engage the whole Board for projects
- Our structure makes it difficult to engage people from outside of PDX
- Some people are much more involved than others

Conclusions...

Our structure should:

- reflect the focus of our Board – increasing alumni outreach and engagement, honoring the work of our alumni, supporting current students with career development, supporting the mission of the college
- utilize the experience of our members
- allow our members to engage in projects and work that they are interested in
- create awareness of alumni on the campus
- allow us to efficiently execute the projects that we are responsible for – honors, scholarships, stewardship – and new projects that come along

The Plan

- Eliminate the committees we have and create committees that better reflect the work we do
- Balance the work between the committees
- Create Board liaisons – these people will be connected to individual departments at the college

The Standing Committees

Alumni Recognition

Student Alumni Association*

Career Support

Administration

Alumni Outreach

* The Student Alumni Association is the group of scholars in receipt of our alumni scholarship in any given year. They are headed by a President and work to expand and improve relationships between students and alumni. They work closely with the APP office to accomplish this.

The Standing Committees

- **Alumni Recognition**: responsible for-generating nominees and facilitating selection of honors recipients each year; driving attendance at the honors banquet and working with APP on the same; collecting alumni stories and working with pub/comm to share alumni information with our community

The Standing Committees

- **Student Alumni Association**: responsible for - selecting our scholarship recipients each year; creating opportunities for the Board to meet the students each year; working with the students to support the work they are doing (in the form of guidance or feedback or people, if needed); setting up mentoring relationships with the students

The Standing Committees

- **Career Support**: work with the career office to support the career needs of current students (networking, mentoring, mock interviews, etc.); work with the new director to expand career support to alumni; work with APP and the career staff to support Careers for Pioneers; work with career office and entrepreneurial center to source mentors/internships/jobs

The Standing Committees

- **Administration**: generates nominations for membership on our Board; conducts interviews and manages new member selection; onboards new members; maintains the Bylaws and minutes; works with APP to plan annual calendar

The Standing Committees

- **Alumni Outreach**: responsible for driving attendance at Black & Orange parties, reunions, homecoming and regional programs; working with APP to provide input on same; developing new ideas to connect alumni, particularly those that connect alumni outside of Portland

The Executive Committee

An executive committee is provided for in our Bylaws. The Bylaws provide that it will be comprised of the President, President-Elect or Past President, a non-voting member from the APP, and whoever else the President appoints. With the proposed changes, the Executive Committee would now be comprised of:

- President, President-Elect or Past President (as applicable), Andrew and the chairs of each of the 5 committees

Why Liaisons?

- Liaisons will endeavor to:
 - Create structured connections between the college and our Board
 - Provide information sharing about the college from multiple sources
 - Keep us informed about campus life on a regular basis
 - Allow for more visibility of our Board and work on the campus

The Liaisons

- What is a Board Liaison? A Liaison is:
 - Named by the Board to work with a particular department within the college
 - Expected to know/understand the department - and to communicate (in person or by phone) with the department leader regularly, at least once between our meetings
 - Expected to submit an update about the department a couple of times per year (at least one month prior to a meeting) or at a meeting. The update should be simple; info on the department's activities, any news, changes, etc

NOTE: We currently have “liaison-type” arrangements with the Alumni of Color and Albany Society representatives

The Liaisons

- The Liaison is NOT:
 - intended to create projects for a department!
However, if a department sees a need for alumni involvement, the liaison can work with the Board to seek volunteers for a particular project.

The Liaisons

- What departments will the Liaisons represent?
 - Initially, the following departments will be represented:
 - Admissions
 - Institutional Advancement
 - Student Life
 - Athletics
 - Entrepreneurship Center
 - Facilities
 - Student Government

The Liaisons

Other Liaison positions could be created in the future. Our thought was to start with these, and modify as needed.

Think about who you have a connection with or which department you are connected to or would like to be connected to.

What other liaisons should be added?

What About Projects?

- We will still do them?
 - Yes! Projects may be generated by a particular committee or through a process (like the Idea Challenge we did last year). We will ask for volunteers to lead and staff projects. Some may be presented and staffed within committees.

FAQs

- Can I be a member of more than one committee? **Yes**
- Can I be a member of a committee and a liaison? **Yes**
- How will committees be filled? **Following our June meeting, each member of the BOA will submit his/her preferences for committee membership to the President. The President will work with the Executive Committee to staff the committees based on each person's preferences, the need to balance membership among the committees, and the need to staff committees with new and tenured members of the BOA.**
- How will the liaisons be chosen? **Following our June meeting, each member may submit his/her name to be a particular liaison to the President. The President will work with the Executive Committee to appoint the liaisons.**
- How will the committee chairs be chosen? **After the committees are established, the members of a committee will recommend one person to be the chair. That person's name will be submitted to the President who will appoint a chair for each committee based on committee recommendations and the needs of the Board.**
- Why no fundraising committee? Isn't that an important part of what we do? **Yes it is. But we believe that we are all stewards of the college and that the liaison will work with IA to develop projects and engage us as needed to support them. This liaison will also work with the Executive Committee to establish Board giving levels and report on our Board's progress.**

That's the Plan

- We are presenting this plan to you for your feedback. The intent was to design a structure that helped us to:
 - focus our resources on the primary work of the Board, but allow us to also do project work
 - create more balanced committees
 - create better connections with the campus; and
 - keep the things that were working for us