

# Lewis & Clark College

## Board of Alumni

### Member Responsibilities

2021-22

#### Board Membership

The Board of Alumni (BOA) is composed of twenty-one members at large, the chair of the Albany Society Board of Directors, and the President of the Student Alumni Association. Members represent every era from the 1950's through recent graduates. Typically one quarter of the Board is from the greater Portland area with other members from across the United States.

A list of current members can be found here: [college.lclark.edu/offices/alumni/board/members/](https://college.lclark.edu/offices/alumni/board/members/).  
Info on bylaws and other information please see:  
[college.lclark.edu/offices/alumni/board/resources/](https://college.lclark.edu/offices/alumni/board/resources/).

#### Current Board Projects and Initiatives:

- Equity and Inclusion - The Board of Alumni and the Alumni and Parent Programs Office (APP) staff are committed to supporting students of color, outreaching to alumni of color and fostering greater equity and inclusion at Lewis & Clark. The Equity and Inclusion Committee was established to focus on this area, but promoting equity and inclusion through all initiatives, projects, and committee work is a priority for the BOA and APP.
- Career Information – once a year, Board members advise groups of students at Careers for Pioneers. In addition, the Board is supporting the development of alumni-to-alumni career events and communications. Members are active in the L&C Net group hosted online through LinkedIn. Some members participate in the Pioneer Career Corps, providing regular career advice and mentoring to students. Others participate in the Student Alumni Association career panels and Career Center events, conducted throughout the year, in person.
- Reunions at Alumni Weekend – the Board supports the Alumni & Parent Program staff in developing and promoting reunion activities. Members in milestone reunion years or overseas/affinity groups celebrating a reunion, serve as volunteers, helping to plan events and assisting with messaging about the class gift effort. All members have a strong presence at Alumni Weekend: volunteering, sharing information about the Board, recruiting volunteers, and gathering feedback from alumni.

- Annual Fund – the Board issues an Annual Fund Challenge. Each year the Board collaborates with the Annual Giving staff to develop a message to alumni in support of alumni annual giving. The Board as a whole is active with fundraising and stewardship. All members participate in philanthropy by giving at the levels described below under “Commitment to the College.”
- Alumni-Student Community – Members introduce current students to the concept of being supportive and active alumni by attending College events.
- Honoring Alumni and Students – Members actively seek out and research alumni and friends of the college for the annual Alumni Honors Celebration. In addition, the Board selects Alumni Leadership Scholarship students each year, who then go on to serve as leaders for the Student Alumni Association. Members have opportunities throughout the year to work with and mentor these students.
- Regional Events and Chapters – Board members support regional events and initiatives planned by the regional Alumni Chapter Leadership. Members serve as a resource for events in their area and recruit additional volunteers. Board members also serve at regional programs, welcoming alumni and making introductions.

### **Obligations of Board Membership:**

- Attendance at three annual weekend meetings on the Lewis & Clark College campus (members cannot continue if they miss two consecutive meetings). Board terms are for three years. Members are eligible to place themselves, and typically do, on the ballot for a second three-year term.
- Attendance at Homecoming and Career events the weekend of the fall Board meeting, and related campus events during winter and summer meetings. Participation in Alumni Weekend events in June is strongly encouraged.
- Members cover costs associated with their travel and stay for Board meetings and events. Most meals are covered during Board business. Members who have met their annual financial commitment to the college, and find that due to their residence location, the cost of travel to a meeting is prohibitive, may contact the Associate Vice President of Alumni and Parent Programs regarding the Alumni and Parent Programs Office travel fund.
- Members serve on multiple standing committees, as determined by the BOA President, and take on leadership roles with those committees and projects.
- Participation in general board email conversations, as well as telephone, Zoom, and email committee business between board meetings.

- Preparation for all meetings by reading the materials provided on the BOA website prior to each meeting.
- Development and enhancement of communication from the college and Board of Alumni to your region, and from the regional alumni to the college and the Board of Alumni.
- Representation of Lewis & Clark at college or university inaugural ceremonies in your region.
- Assisting the college by hosting L&C faculty or administrators when they visit your region.
- Participating as a volunteer and recruiting other volunteers for college initiatives and programs, including roles with Admissions, Athletics, Career Programs, Chapters, and Reunions.
- Representation of the Board at regional and chapter events in your area.

### **Commitment to the College**

It is our joy to give to Lewis & Clark College because Lewis & Clark gave so much to us. Just as each of us has a different story about what we received, each of us has the responsibility to decide how best to return that gift.

For some years, we as a Board, and as individual Board members, have committed to 100% participation in giving annually. We consider this an important statement of leadership by the Board of Alumni, so giving annually, regardless of amount, is a requirement we impose upon each other to retain our seat on the Board of Alumni.

We expect Board of Alumni members to give annually at a level that is meaningful to each member.

We strongly suggest that Board members use the chart below, which corresponds to how many fiscal years (June 1 - May 31) have passed since a member's graduation year, to inform their giving levels.\* Donations do not include in-kind contributions.

- |                      |       |
|----------------------|-------|
| · Less than 5 years  | \$175 |
| · 5 -15 years        | \$500 |
| · More than 15 years | \$850 |

For Board of Alumni members who are able, we encourage giving at the Leadership Society level.

To illustrate, for members of the "Class of 2000" the fiscal year June 1, 2000, to May 31, 2001, would be FY1 (even if the Class 2000 member graduated a little before June 1, 2000). So Board members in that class would be expected to give \$175 per fiscal year through May 31, 2004; \$500 per fiscal year through May 31, 2015; and \$850 per fiscal year thereafter.

The College appreciates that members cover the cost of travel to the college for meeting, events, and other commitments. You may submit transportation cost receipts to the college as a gift-in-kind.

3.3.22 EAD