

LaTech African-American Alumni Association

Member of the Board of Directors

Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of LaTech African-American Alumni so as to support the organization's mission and needs.

Mission:

- Assist the University with initiatives targeted toward African-American students and support the Office of Multicultural Affairs' mission and programs.
- Promote the welfare and advance the objectives of programs affecting the success of African-American students.
- Provide financial support for deserving students through scholarships and grants.
- Encourage prospective, current and former students to play an active role in the policy development of educational initiatives to support African-American students.
- Provide a forum for African-American students to communicate sensitive issues to the University's administration.
- Provide additional mentoring opportunities for African-American students.
- Participate in college recruitment activities in conjunction with the admissions office.
- Meet with faculty and staff to develop plans to encourage African-American participation in various aspects of the University's operations.

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of program planning and evaluation
- Personnel evaluation and staff development
- Review of organizational and programmatic reports
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of LaTech African-American Alumni. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

Length of term: Two years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board.

Meetings and time commitment:

- The board of directors meets once a month on the second Thursday of the month, 7:00 p.m.
- Committees of the board meet an average of four times per year, pending their respective work agenda.

- Board members are asked to attend no less than four special events or meetings per year, as they are determined.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by LaTech African-American Alumni mission, objectives, and programs.
- Help communicate and promote LaTech African-American Alumni mission and programs to the community.
- Become familiar with LaTech African-American Alumni finances, budget, and financial/resource needs.
- Understand the policies and procedures of LaTech African-American Alumni.
- Financially support LaTech African-American Alumni in a manner commensurate with one's ability.