

## **EXPECTATIONS OF DIRECTORS-AT-LARGE & ALUMNAE/I ASSOCIATION BOARD MEMBERS**

1. Maintaining confidentiality regarding information discussed at board meetings and committee meetings.
2. Attendance at our Annual Meeting and Board Meetings (averaging between 4 -6 per year.) If you are physically unable to come, we can arrange for you to call in on a cell or speaker-phone. Two or more unexcused absences will result in review by the Executive Board as per our bylaws.
3. Supporting our events and programs in a variety of ways (attendance, sponsorships, in-kind contributions, monetary donations, promotion via phone calls, conversations, emails, bringing guests, etc.)  
*(Example: Annual Holiday Boutique - donating a \$100 basket, selling out tables, working the event the day of, promoting the event through various communication channels.)*
4. Involving /recruiting classmates and other graduates at various levels within our organization (committee members, attendees, chair people, Alumnae/i Council, etc.) Directing newer alums and interested alums to our website and social media pages; sharing our business cards.
5. Working on at least one committee.
6. Monitoring and replying to email communications (surveys, Doodle polls, receipt acknowledgment of messages,) if on Social Media, commenting, sharing, "liking" our posts and events.
7. Upholding a fiduciary responsibility to the Alumnae/i Association.
8. Serving as an ambassador to both the Association and SEU (informing others of our rich histories) – historical materials & information for both entities are available for reference.
9. Supporting the University of St. Elizabeth (i.e. encouraging prospective high school students to apply, attending events, donating time or funds depending upon your personal situation and comfort levels, etc.)
10. Recommending/recruiting other alums for various committees and Board seats.

