

## Sam Houston State University



## Alumni Association Board of Directors

### Position Description

Members of the Board of Directors are elected by the general membership of the Association (or under special circumstances, appointed) to hold the position based on demonstrated involvement, interest, support, and commitment to Sam Houston State University. In accepting the three-year position, an individual agrees to fulfill the responsibilities associated with Board membership. These include, but are not limited to:

- ❖ Be a current dues-paying member of the Association.
- ❖ Attend at least two of the four regular Board meetings each year. Missing two meetings without extenuating circumstance is automatic removal from the Board.
- ❖ Attend and participate in training and orientation meetings. Become reacquainted with the University campus and facilities.
- ❖ Serve actively on at least one Alumni Association committee, participating in at least two-thirds of the meeting; however, special meetings may be called as needed.
- ❖ Required to attend the Distinguished Alumni Gala, the Service Awards Banquet and at least one presidential reception.
- ❖ Participate in other activities supported or sponsored by the Alumni Association, including,
  - Tailgate Parties
  - Receptions
  - Fundraising Events
  - On-campus Events
  - Scholarship Donor Appreciation Lunch
  - Athletic Events
  - Cultural Activities
  - Social Gatherings
  - Travel Opportunities
- ❖ Recruit new members to the Association.
- ❖ Become a representative and spokesperson in your community for Sam Houston State University. This could involve talking with prospective students, meeting with other alumni, communicating with area legislators, attending and/or organizing local alumni events, and more.
- ❖ Answer the call of the annual fund solicitation.
- ❖ Assist the University and the Alumni Association in identifying, cultivating, and involving alumni in areas such as student recruitment, mentoring and networking, job placement, legislative advocacy, scholarship donation, and financial support.
- ❖ Serve as an ambassador and advocate for your college and class year.

Serving on the Board of Directors is a prestigious role, and one that is greatly appreciated by the University. Board membership will most likely happen only once in your life and we want that three-year period to be a time when you are able to make board service a philanthropic priority.

Here at SHSU, the Board of Directors is dynamic, one that turns over by one-third each year. Therefore, we want to be clear about the total time commitment we expect of our volunteers and, equally important, the financial commitment that comes with your role. If you cannot fulfill the Board member's role (as outlined above), we will be happy to help identify a SHSU volunteer role that is more appropriate for you.



**Alumni Biographical Data Sheet**

**Sam Houston State University**

**Nominee's Name:** \_\_\_\_\_  
Last First Middle

**Spouse's Name:** \_\_\_\_\_  
Last First Middle

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_ **Years in Present Position:** \_\_\_\_\_

**Current Employer:** \_\_\_\_\_

**Employer's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Educational Background:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Degree:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**High School Name:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Describe services you have provided to Sam Houston State University:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Describe any activities undertaken to promote community service:**  
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\_\_\_\_\_  
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**List honors, awards, and achievements:**

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**List past employers, positions held, and the number of years worked for each:**

<b>Employer</b>	<b>Position</b>	<b>Total Years</b>
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**List professional affiliations and recognitions:**

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**Other significant information:**

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