Dear Prospective Alumni Board Member:

Thank you for your interest in becoming more involved and contributing to Chapman University. The Alumni Board plays an exciting role in shaping the future of Chapman University by supporting the University’s strategic goals, programs for our students and to connect Alumni. We are always looking for leaders who can help us achieve this mission as we continue to build the Chapman Family.

The Board of Directors consists of 25 elected members who serve staggered three-year terms. Approved Board members will begin their term on June 1, 2023 and end on May 31, 2026. In support of elected Board members, there are also a number of open committee positions, and this is a great way to get your head start for official future board service. Applications must be completed online and are due on Friday, April 14, 2023 by 5 p.m. All applications and supporting documents must be submitted electronically.

The strongest candidates for the Board and committees are individuals who:

- Want to share their expertise and talents to advance the goals of the Alumni Association
- Are able to invest their time and efforts in Chapman’s future to benefit all Alumni and Students
- Regularly Attend Chapman events to engage Alumni, Staff and others
- Previous volunteered with the Alumni Association or for the University or community organizations
- Willing to donate a personal annual leadership gift to the University
- Are connected with other alumni and commit to serve as positive influences for the University
- Are able to attend at least three (of 5) board meetings a year minimum

The elections committee will consider the above characteristic, as well as the overall make-up of the Board, including balanced representation from a wide demographic of Alumni (graduation year, major, degree type, etc.). Letters of recommendation from fellow alumni and/or faculty are appreciated. Please be aware that there are always more applications for the elected board than there are open seats, and the process can be very competitive.

Please review and understand additional documents provided:

- Alumni Compact
- Alumni Board of Directors Position Description
- Alumni Board of Directors Committee Member Position Description (note: all Board members are required to serve on at least one committee, however, non-Board members are also welcomed and encouraged to serve on any committee where they feel they can best contribute)
- Alumni Board of Directors Leadership Pledge

Please complete and submit:

- Alumni Board of Directors Application

If you have any questions or comments, please contact the Office of Alumni Engagement at 714-997-6681 or by email alumni@chapman.edu

With Panther Pride,

Michelle Philo ’03
Vice President, Strategy & Operations
Chapman Alumni Association
1. an agreement for mutual benefit between an individual or group and the
government or community as a whole.

Chapman, in order to create a more perfect University community, seeks to strengthen
its compact with its alumni. For its part, Chapman pledges to:

Maintain a lifelong interest in, and affirmation of the personal, professional and
spiritual milestones of its alumni;

Afford alumni a formal, valued voice in all critical institutional matters;

Engage the alumni in all key facets of University life including signature events,
activities and traditions;

Offer the means for alumni to discover one another, either to re-form bonds or
create new alliances;

Provide information, programs and services that correspond with the strongest
alumni interests and needs;

Welcome them back, through various avenues, and celebrate their return home.
BOARD MEMBER POSITION DESCRIPTION

Date: June 2023

Position: Board Member

Summary: A board member of the Chapman University Alumni Association will bring a unique perspective and a passion to provide strong leadership for association programs and activities in collaboration with the university and the Chapman Family. Board members will promote engagement and participation through involvement and provide opportunities to recruit new board leaders and volunteers, members and supporters.

Term: A Board member shall serve a three-year term and may reapply for another three years team, for a total of two terms for six consecutive years.

Responsibilities: Regularly attend meetings of the Alumni Association Board of Directors. Board members must advise the Vice President of Operations if unable to attend a meeting. If a board member is absent for three consecutive meetings, he or she may be removed.

Attend all special activities of the alumni board, including retreats, fundraising events, and other events planned by the board.

Serve on at least one alumni board working committee.

Function as a goodwill ambassador and spokesperson for the Alumni Association and its programs and provide engagement to the entire Chapman Family.

Assist in the recruitment of volunteers and committee members to augment the alumni board.

Set an example for the alumni board by contribute to fundraising projects and events through personal contributions and/or by generating support from friends and other contacts.

Stay well informed about Alumni Association matters, be prepared for meetings, and review and comment on minutes and reports.

Be familiar with the bylaws and keep personal board files up-to-date by adding new material as they are received.
COMMITTEE MEMBER POSITION DESCRIPTION

Date: June 2023

Position: Alumni Association Committee Member

Summary: The Alumni Association Committee Member will participate in completing the ongoing work of the committee as detailed in the bylaws, committee charter, strategic plan, and directions from the Board of Directors.

Responsibilities: Attend and actively participate in committee meetings, whether in-person or by conference call.

Abide by committee-specific member responsibilities as set forth by the committee chair and Board of Directors.

Provide input and new ideas for committee activities on a regular basis and focus on the committee’s goals and objectives.

Remain up-to-date on issues that may affect the committee.

Accept and complete assignments of work related to the mission of the committee as requested by the committee chair.

Review and edit committee minutes in a timely manner.

Keep confidential matters confidential until approved for disclosure.
Board of Directors Leadership Pledge

1. **Lead** by example.

2. Have a **passion** for the role the members have in the success of its students and alumni.


4. Plan and actively **participate** in association meetings, programs, giving and events.

5. Identify alumni and **recruit** for association membership, board leadership and volunteer opportunities.

6. Serve in an association **leadership** position that brings together your talents and interests of alumni.

7. **Contribute** to the best of your ability to support the Chapman University Alumni Association and its programs and scholarships.