



Dear Prospective Alumni Board Member:

I am pleased to extend an opportunity for you to contribute in a meaningful way to Chapman University by submitting an application to become a member of the Alumni Association Board of Directors. The Board plays an exciting role in the future of Chapman University through its mission to support University programs and students and connect Alumni. As we strive to build the Alumni Network we are always looking for leaders who can help us to achieve this mission.

The Board of Directors currently consists of 25 members serving staggered three-year terms. Current terms of service open for consideration will commence on June 1, 2019 and end on May 31, 2022. Membership can be highly competitive and we find that the most successful Board Members are alumni who can use their expertise to help the Alumni Association achieve its goals and are passionate about creating relationships with other alumni and the University. **Applications are due on Friday, April 5 2019 by 4 p.m. and can be submitted either physically to the Elliott Alumni House or submitted electronically to alumni@chapman.edu.**

The strongest candidates for the Board 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
- Attend Chapman events to engage Alumni, Staff and others
- Ideally have volunteered with the Alumni Association or in an alumni capacity for Chapman University
- Are willing to give to Chapman University annually (Note: The key is participation, not the amount of the gift)
- Are connected with other alumni and/or can otherwise influence involvement with Chapman University

In the selection process, the committee will consider the above points as well as the overall make-up of the board, including balanced representation from a wide demographic of Alumni. Letters of recommendation from fellow alumni and/or faculty are appreciated. Note that individuals not meeting all of the preferred criteria may still be considered as strong candidates.

It is also important to note that there are many opportunities for Alumni involvement at Chapman University beyond the Board of Directors. We invite you to consider serving on one of our committees or in another aspect at the University.

Enclosed in this packet you will also find several important items for your review:

- 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 welcomed and encouraged to serve on any committee where they think they can contribute)
- Alumni Board of Directors Leadership Pledge
- Alumni Board of Directors Application

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

In the Chapman spirit,

Adam Coughran '04 (M.A. '10)
Vice President Strategy & Operations, Membership Committee Chairman
Chapman Alumni Association



2019 Board of Directors Application

DATE: _____

FULL NAME: _____ NICKNAME/MAIDEN NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

EMPLOYER: _____ JOB TITLE: _____

CHAPMAN GRADUATION YEAR(S): _____ CHAPMAN DEGREE(S)/MAJOR(S): _____

PLEASE LIST ALL STUDENT ACTIVITIES, AWARDS, AND HONORS WHILE ATTENDING CHAPMAN UNIVERSITY:

PLEASE LIST ANY POST-GRADUATION INVOLVEMENT YOU HAVE HAD WITH CHAPMAN UNIVERSITY (EVENTS ATTENDED, VOLUNTEER ACTIVITIES, ETC):

PLEASE LIST YOUR CURRENT PROFESSIONAL ACTIVITIES AND AREAS OF EXPERTISE:

PLEASE LIST ANY CURRENT OR FORMER COMMUNITY INVOLVEMENT, AWARDS, HONORS, ETC.:

WHAT SKILLS AND EXPERTISE DO YOU FEEL YOU COULD BRING TO THE CHAPMAN ALUMNI BOARD?:

WHAT IS YOUR PROUDEST CONTRIBUTION TO THE CHAPMAN ALUMNI COMMUNITY?:

Recommended: Include with this application a resume and no more than three letters of reference/support from Chapman Alumni and/or Faculty.

APPLICATION DEADLINE: April 5, 2019 for term June1, 2019 -May 31, 2022

Please return your application via email to alumni@chapman.edu
or The Elliott Alumni House at 204 North Olive Street.

QUESTIONS?: email alumni@chapman.edu or (714) 997-6681



CHAPMAN UNIVERSITY ALUMNI

CHAPMAN UNIVERSITY AND ITS ALUMNI: A COMPACT

compact;
n.

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.

Alumni Association Board of Directors

Position Description

- Date:** June 1, 2017
- 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 term, for a total of two terms for six consecutive years.
- Responsibilities:**
- 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 two alumni board committees.
 - 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.

Alumni Association Board of Directors

Position Description

- Date:** September 30, 2013
- 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.



Alumni Association 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.
3. Serve as an **ambassador** of the Chapman University Alumni Association.
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 to set an example to other volunteers and donors.