

## **ACES Alumni Association Responsibilities and Expectations**

### **Mission Statement**

The University of Illinois College of ACES Alumni Association inspires meaningful engagement and advocacy amongst the ACES family to advance the College of ACES.

The primary responsibilities of the ACES Alumni Association are oversight, collaboration and advancement of the ACES Alumni Association in the interest and for the benefit of the ACES Alumni Association and its members.

### **Board Members are expected to:**

- Serve a minimum of two years (1 term) in the position, with the opportunity to renew for an additional two terms.
- Attend annual ACES Alumni Board meetings (typically four held on campus). Attend Alumni Board retreat every other year to set strategic direction. If a board member misses more than two consecutive meetings in one year, they are subject to removal.
- Attend additional committee meetings as set to the discretion of a Committee Chair.
- Assist in setting direction to further the purpose of the ACES Alumni Association through strategic planning and committee engagement.
- Respond to requests in a timely manner to allow board business to be completed.
- Prepare materials on time, including the consent agenda, in advance for each of the ACES Alumni Board meetings and come prepared to board and committee meetings.
- Serve on a minimum of one ACES Alumni Board committees and be an active member in committee meetings, outside of regular board meetings, to set and execute goals to support the association.
- Plan and carry out local projects and programs that further the organizations purpose throughout the state and nation.
  - **District Directors** – Assist with planning ACES in Places events in your area as needed.
  - **Vocational Directors** – Assist with keeping ACES Department Heads up to date on alumni happenings and how they can be engaged and, in turn, bring departmental updates or needs to the ACES Alumni Board. Serve on the Departmental Advisory Board.
  - **Extension Director** – Assist with keeping the ACES Alumni Board up to date on Extension needs and statewide programs or changes including Extension Partners. Bring opportunities forward where the ACES Alumni Board can partner with Extension.
- Attend events sponsored by the ACES Alumni Association (ex. ACES Alumni Association Awards, ACES Family Academies, ACES Tassel Turn and other ACES in Places events near you to represent the ACES Alumni Board of Directors. Other event attendance may be required as needed.)
- Assist in identifying potential ACES Alumni Award recipients and assist in preparing nominee summaries and other supporting materials.
- Support the college monetarily, as you are able, through gifts to the College of ACES Alumni Association and/or College of ACES.
- Personally fund travel to board meetings and other functions.
- As possible, keep informed about the University of Illinois and College of Agricultural, Consumer and Environmental Sciences. Become a member of the University of Illinois Alumni Alliance Illinois Connection to serve as an advocate for the university as needed.
- Be proactive, positive, diligent, creative and attentive to all matters related to the association.
- Respect the confidentiality of Board business.
- Assist with recruitment of new board members.
- Assist with other duties as assigned.