University of Kent in America Board: Roles and Responsibilities

1. Mission Statement

The vision of the University of Kent in America is to create and foster a strong bond between the University and its alumni to enrich the lives and opportunities of alumni, students and faculty, and support and promote the University of Kent in the United States.

The alumni association will achieve this vision through its mission of:

1.1 Creating a strong community among alumni in the United States and facilitating opportunities to maintain the lifelong relationship between them and the University

1.2 Fostering an awareness of the University of Kent’s unique history, culture, accomplishments and programs to build and maintain a sense of identity and pride among all graduates, and to promote Kent to prospective students

1.3 Representing the interests of the community by being a unified voice for all alumni from the Kent family and facilitating their communication with the University

1.4 Promoting a culture of philanthropy among Kent alumni and providing rewarding opportunities to contribute their time, talent and financial resources to the betterment of the University

2. Roles and Responsibilities

2.1 Attend and actively participate in all UKA Board meetings (4/year). Please note that two consecutive absences without prior notice will result in a review of circumstances by the Executive Committee to determine if continued service is feasible

2.2 Be a knowledgeable ambassador of the UKA alumni community and represent the University and its goals and programs to alumni

2.3 Assist in UKA membership recruitment and retention by helping to identify reunion volunteers, regional contacts, potential board members, chapter leaders, and other alumni volunteers based on current needs/priorities (e.g. to help in areas such as student recruitment, job placement etc.)

2.4 Initiate contacts on behalf of the University to promote stewardship and fundraising activities, to encourage others in your community to join you in giving

2.5 Attend regional UKA and University events in your community/region

2.6 Facilitate and promote interactive communication between yourself and your university constituency (e.g. quarterly newsletters, e-mail updates, contacts, major donor visits and calls, etc.)

2.7 Assist the University by hosting members of the Development and Alumni Relations department when they visit your region, for example by offering office space for a meeting or giving advice regarding where to stay
2.8 Exercise loyalty towards the Board and confidentiality regarding its internal affairs as discussed at meeting

2.9 Support UKA with a significant annual, tax-deductible gift. Contributions and matching gifts can be designated to any university fund or program and can be fulfilled in monthly, quarterly or annual instalments

2.10 Take a specific responsibility to support an EC member progress one of the four strategic objectives that enable the UKA Alumni Association to fulfil its mission

2.11 Participate in recruitment of Board members

2.12 Assist the Membership Committee and staff in identifying future alumni leaders

3. Membership

3.1 The formal roles on the Board are: President, Vice President, Treasurer and Secretary

3.2 A member of University staff will also be a co-Treasurer

3.3 A member of University staff will also be a co-Secretary to the Board

3.4 There is also a smaller Executive Committee, chaired by the Board President; each Executive member takes a leadership role in one of the 4 objectives. Membership of the Executive Committee is at the President's discretion

3.5 The Board membership is broadly in line with the: gender, geographical, ethnicity and age distribution of the alumni community in the US

3.6 The membership covers the range of skills needed to deliver to the core objectives of the vision statement

3.7 The Board includes someone who has graduated in the last 3 years to serve for a one year term; preferably this is a UKA Scholar

3.8 New chapters and Chairs must be approved by the Board. Chapter Chairs may be invited to ‘open’ Board meetings to join in discussion but will not have formal voting rights. If they cannot attend or if the meeting is considered ‘closed’, they may submit feedback or points to be raised to their Chapter Representative on the Board

3.9 It is anticipated that most Board members will act as a Chapter Representative. It is their responsibility to liaise with Chapter Chairs about the Board’s progress and to request feedback on agenda items and notes/papers before Board meetings

3.10 There can be ex officio members of the Board. It is expected this will normally include staff in the University's Development Office who support the work of the Board