



Board Director Position Description and Agreement

Congratulations! You have been elected as a director of the Alumni Chapter Board. Thank you for your dedication to engaging Trinity University alumni in your city. By accepting the two-year appointment, renewable for six consecutive two-year terms, you agreed to fulfill the responsibilities associated with Board membership.

As part of my responsibilities as Board Director on the Chapter Board:

1. I will attend board meetings, including the annual planning meeting.
 - a. In the event that I cannot attend a board meeting, I will notify the Chapter President and Trinity Staff Liaison. Multiple uncommunicated absences from board meetings may result in removal from the board.
2. I will serve and participate on at least one committee. Time commitment varies per committee.
3. I will chair or co-chair at least one event.
4. I will regularly attend the Chapter and TU activities and events held throughout the year
5. I will, immediately notify the Chapter President and Trinity Staff Liaison, should I no longer wish to remain an active director of the Chapter board.
6. I will be familiar with Chapter bylaws and documents stating its objectives and operations.
7. I will stay well informed of Chapter business by reviewing minutes from any meetings missed.
8. I will serve as an advocate for Trinity in your community by staying informed of issues affecting the university.
9. I will financially support the University each year through the Trinity Fund.
10. I will exercise loyalty toward the Board and confidentiality regarding its internal affairs as discussed at Board meetings.
11. I will seek out and encourage talented alumni for volunteer roles such as the Board of Directors or to serve on committees as members at large. Outgoing board members are encouraged to provide at least one nomination for new board members.

In turn, Trinity will be responsible to me in several ways:

- I will be sent timely reports and University updates.
- I will receive Trinity staff support for the planning and marketing of chapter events.
- I will receive resources from the University to help my chapter achieve its goals.

Acknowledgment of Board Director Responsibilities

I understand the responsibilities expected of me while serving on the Chapter Board of the Trinity University Alumni Association on behalf of all alumni. I understand that if I am not meeting these expectations, further action may follow to determine if another role within the organization or the University would be better suited for me.

Signature

Name

Date