USC Aiken Alumni Council Member Job Description

The USC Aiken Alumni Association serves all alumni of the University of South Carolina Aiken. The purpose of the association is to advance the best interests and wellbeing of USC Aiken by engaging all alumni in the life of the institution through communication, programming, services, and volunteer opportunities. The Alumni Council of the USC Aiken Alumni Association has authority over the affairs of the USC Aiken Alumni Association. The Council partners with the Department of Alumni Relations in the core functions of the department to further the goals of the mission of the University. Council members serve on behalf of all alumni rather than any school or constituency.

TERM OF OFFICE:

Council members are elected to a two-year term, and may considered for re-election at the conclusion of that term.

PREREQUISITES:

• Able to commit enough time to successfully complete all of the job duties and responsibilities
• Strong oral communication skills
• Ability to listen, analyze, think strategically, and use sound judgment in weighing facts and issues for decision-making
• Ability to work well with people individually and as part of a team

COUNCIL MEMBER RESPONSIBILITIES:

As a member of the Council, you will be expected to:

• Accept and abide by the principles and mission of the Council
• Attend all meetings of the Council, which meets four times annually. Members who cannot attend meetings in person are expected to participate in the meetings via conference call. You are responsible for contacting the council chair or Alumni Relations if you are unable to attend a meeting at least 24 hours prior to the meeting.
• Serve actively on at least one Council committee, participating in at least 70% of the committee meetings each year (in person or via conference call)
• Be prepared for discussion by reviewing the agenda and all supporting materials prior to council or committee meetings
• Provide input and be a responsible voting member
• Contribute annually to the university at a level that is based on your own personal financial situation
• Complete an annual council evaluation
• Complete an annual self-evaluation on your performance and satisfaction as a council member
• Follow code of ethics, conflict of interest, and confidentiality policies
Additional Council Member best practices:

• Participate in meetings by asking questions, making suggestions, and voicing your concerns and/or endorsements

• Participate in the continuous development, implementation, and review of the strategic plan

• Collaborate in good faith as partners with fellow council members and staff to achieve organizational goals

• Respond to requests for input or guidance

• Attend university-wide or alumni events that support the mission of the Alumni Association—on campus or in your local area, as your schedule allows

• Act as an ambassador for the university, and promote the council and the university as appropriate in day to day interactions

• Volunteer at events

• Identify highly qualified candidates and nominate those who will bring strength to the council

• Encourage fellow alumni to support the USC Aiken Alumni Association through participation in its programs and services

It is essential that every council member commit to making

a meaningful contribution to the USC Aiken Alumni Association Council and organization —

and not just to meeting minimal compliance.

If you have any questions, please contact Randy Duckett, USC Aiken Alumni Relations, at 803-641-3480 or at randyd@usca.edu