

The roles and responsibilities of members of the Duke Alumni Association (DAA) Board of Directors are to actively support the mission of the association – engaging, connecting, and celebrating alumni and friends of Duke University. Such responsibilities generally entail the following:

**Guiding the Office of Alumni Affairs.** The Office of Alumni Affairs manages day-to-day alumni programming and represents former students and friends as part of the university’s decision-making processes. It is the role of the DAA Board of Directors to provide guidance and input to Alumni Affairs and other university officials with respect to how alumni involvement may be increased and their collective talents and resources leveraged.

**Representing Constituency.** The DAA Board of Directors comprises present students and alumni from each of the university’s undergraduate, graduate, and professional schools, as well as many of its other interest groups and constituencies. Thus, it is important that each member serve the interests of those populating the segment they represent and share their perspectives. Members are expected to communicate regularly with their constituencies and distribute DAA updates through appropriate channels.

**Serving as Formal and Informal Representatives of the University.** With living alumni numbering over 145,000, the DAA and its board members serve as the collective “voice” of persons who have attended or in other ways supported the university. This role takes place both formally and informally through interaction with students, faculty, administrators, and external parties.

**Providing Professional Expertise and Individual Talents.** Duke alumni and friends are talented and have collectively accumulated a broad range of experiences. Members are expected to lend their expertise toward advancing the goals of Alumni Affairs, the DAA, and the university in general.

**Supporting the DAA and Other University Programs.** Members of the board of directors are typically drawn from graduates of the university who have been actively involved and supported alumni programs in a variety of forms. Members are expected to sustain or increase their commitment to such initiatives. These include but are not limited to the following:

- Alumni Admissions
- Career Services
- Clubs
- Reunions
- Education and Travel
- Development

Practical expectations for members include the following:

## Board of Director Responsibilities

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**Meeting Attendance.** Much of the board of directors' discussion and work takes place during two-day meetings occurring on campus three times per year. Meetings are typically scheduled for Fridays and Saturdays – once in the Fall, Winter, and Spring, respectively – and often coincide with football games, basketball games, or other university events. Brief conference calls and similar committee follow-up tasks commonly occur between meetings in Durham, but do not require extensive additional commitments of time. Although professional, personal, or family commitments may periodically conflict, members are expected to make a concerted effort toward attending meetings. We have a lot of fun!

**Involvement.** While meeting attendance is an initial step, active participation is what is truly sought – not only in the context of periodic board meetings, but also throughout the year with Club, Alumni Admissions, and similar alumni activities. Ask questions, share your thoughts, accept assignments, and volunteer to lead tasks!

**Transitions.** To ensure continuity and that incoming members serve effectively from the outset, it is advised that each person representing a specific school or interest group spend time with their outgoing representative in order to become better acquainted with the issues facing the DAA and their implications. Such conversations may also be helpful administratively and personally. At-large and faculty members serve a two-year term. At-Large members who represent specific schools of the university and the *Duke Magazine* Editorial Board serve for terms as specified by their respective associations. Student representing their individual classes serve a one-year term. Board members serve no more than three consecutive terms. In special circumstances, board members maybe become honorary board members upon expiration of their terms.

**Giving.** The board fully recognizes that not all alumni have the financial capacity to donate substantial sums. Instead, what is viewed as important by the DAA Board of Directors is the consistency by which members contribute. Each member is committed to Annual Fund giving and timely payment of DAA membership dues.

### Duke Alumni Association Officer Roles/Responsibilities

#### President

The President is responsible for communicating the DAA mission, strategic goals, and committee objectives to members of the DAA Board of Directors and other alumni volunteers, DAA staff, administration, faculty, and students as well as inspiring and motivating alumni to understand the benefits of involvement with the DAA and the university. The President presides over all meetings of the board of directors. The President directs the duties of the other officers and serves as an ex-officio member of all standing committees of the Duke Alumni Association. The President additionally chairs the Executive Committee and serves as a voting member of the Nominating Committee. The President serves a two-year term. In the first year of the term of office, he/she is an observing member of the Duke Board of Trustees and in the second year of the term, he/she is a voting member.

#### President-Elect

The President-elect is next in line to be head of the Duke Alumni Association. He/she performs duties assigned by the President. The President-elect is responsible for developing a vision and set of goals for his/her upcoming term. The President can designate the President-elect to preside and perform the duties of the President if he or she is absent. Additionally, the President-elect serves as a member of the Executive Committee and the Nominating Committee. The President-elect is an observing non-voting member of the Duke Board of Trustees during his/her President-elect year.

## Board of Director Responsibilities

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### **Past President**

The Past President is the former President of the Duke Alumni Association and, as such, performs duties assigned by the President of the board of directors. Additionally, the past president serves as a member of the DAA board and the Executive Committee for the year following his/her term. The Past President serves as the chair of the Nominating Committee for the two years following his/her presidency. The Past President serves a term of one year beyond their term as President.

### **Secretary/Treasurer**

The Secretary/Treasurer is responsible for recording all minutes of the board of directors, the Executive Committee, and requires minutes to be recorded of all committees of the board. He or she is also responsible for reporting on the status of all funds of the association on a regular basis to the board of directors. The Treasurer will develop a budget for the upcoming fiscal year including requests for future funding requirements. Additionally, the Secretary/Treasurer is the Executive Director of Alumni Affairs. As the Executive Director of Alumni Affairs, the Secretary/Treasurer is employed by Duke University.

### **Vice President(s)**

The Vice Presidents perform duties assigned by the President. Vice Presidents serve as chairs for DAA board committees. DAA board committees are to be determined and established by the President and the members of the Executive Committee. The President can designate a Vice President to preside and perform the duties of the President if he or she is absent. Vice Presidents sit on the Executive Committee of the DAA board. Vice Presidents are elected by the board for one-year terms, which may be renewed up to two years corresponding to the association's fiscal year.