Campbell University College of Pharmacy & Health Sciences Alumni Association
Board Member and Committee Expectations and Responsibilities

Campbell University College of Pharmacy & Health Sciences (CPHS) Alumni Association
Board of Directors
The primary purpose of the CPHS Alumni Association is to promote the interests of CPHS alumni and to foster a collaborative affiliation while promoting fellowship among pharmacists and healthcare professionals who attended CPHS.

This organization is governed by the CPHS Alumni Association Board of Directors, which is comprised of alumni who serve as the voice of the organization. The board determines activities, programs and benefits to help build the association.

General expectations of the CPHS Alumni Association Board of Directors can be found in the Constitution and Bylaws document.

CPHS Alumni Association Board of Director Position Details and Terms by Role

President
- Serve as the chairman of the board.
- Serve as the primary representative of the CPHS Alumni Association at university and CPHS functions.
- Meet via phone conference with the Alumni Office prior to each board meeting.
- Attend and preside at each board meeting.
- Participate in alumni events as able.
- Participate on various board committees.
- Present the keynote speech at the CPHS White Coat Ceremony (August).
- Preside at the Legacy Luncheon, if held.
- Participate in the CPHS Alumni Association Senior Award interviews.
- Attend the Graduation Brunch (May).
- Attend the CPHS Graduation Ceremony and deliver the invocation (unless delivered by another distinguished guest) and the Oath of the Pharmacist (May). If the president is unable to attend graduation, the Director of Alumni Relations or another presidential officer will deliver the invocation and Oath.
- Work with Alumni Office to define and accomplish goals of the CPHS Alumni Association.
- Meet with the dean (or other faculty) personally to discuss issues (both official board issues and non-official when necessary).
- Work with the Admissions Office and other departments within CPHS as necessary.
- Serve on Dean’s Board of Advisors (as needed).
- Serve a one year term as president, following completed term as president the individual will serve as past-president for an additional one year term.
President-Elect

- In the absence of the president, serve as the chairman of the board, presiding at board meetings.
- In the absence of the president, serve as the primary representative of the CPHS Alumni Association at university and CPHS functions.
- Speak at Convocation on behalf of the CPHS Alumni Association (August).
- Attend all board of directors meetings in accordance with the constitution and bylaws.
- Participate in alumni events as able.
- Attend the CPHS annual Scholarship Day to present alumni scholarships on behalf of the association.
- Participate on at least one board committee.
- Meet via phone conference with Alumni Office staff prior to each board meeting.
- Serve one year term as president-elect; serve as president for a one year term the following year and then serve as past-president for a final one year term.

Past-President

- Preside at the board meetings in the absence of the president and president-elect.
- Serve as the chairman of the board in absence of the president and president-elect.
- Participate on at least one board committee.
- Attend all board of directors meetings in accordance with the constitution and bylaws.
- Participate in alumni events as able.
- Serve on the Admissions Committee at CPHS as the Alumni Association representative.
  - Attend the training session in August
  - Attend and participate in at least 2 interview days each semester (this includes being an interviewer and committee participation immediately afterward)
- Provide guidance and assistance to the president and president-elect in carrying out Alumni Association duties.
- Serve a one year term.

Secretary

- Maintain records of the minutes of each meeting along with maintaining attendance records for all meetings.
- Send notices of meetings of the association and the board when necessary.
- Attend all board of directors meetings in accordance with the constitution and bylaws.
- Participate in alumni events as able.
- Participate on at least one board committee.
- Serve a two year term.

Treasurer

- Keep accurate accounts of information concerning CPHS Alumni Association monies.
- Report at each meeting and present any bond required by the board.
- This position will be filled by a staff member of the CPHS Alumni & Advancement Office.

Student Liaison

- Serve as the communicator between pharmacy students and alumni.
- Also hold the Alumni Liaison position on the Pharmacy Alumni Student Association (PASA) executive board.
- Must be a student member of PASA.
- Attend all board of directors meetings in accordance with the constitution and bylaws.
• Participate in alumni events as able.
• Serve a one year term (January 1 to December 31).

Chair/Co-chair of the Standing Committees
• There are four standing committees of CPHS Alumni Association
  o Membership Committee
  o Fundraising Committee
  o Events Committee
  o Reunion Committee
• The chair-elect/chairs of the membership, fundraising, and events committee will serve a two year term on the Board of Directors. The first year will be as the chair-elect of their committee and the second year as the chair of their committee.
• Co-chairs of the reunion committee will serve a one year term.
• Committees should meet at a minimum of four times during the board year.
• Committee chairs should, with the assistance of the director of alumni relations, prepare and present a report at each board meeting.
• Attend all board of directors meetings in accordance with the constitution and bylaws.
• Participate in alumni events as able.
• Further position details on standing committees are included in the Committee Responsibilities section below.

Recent Graduate Representative
• This board member represents the most recent doctor of pharmacy graduating class of the board term year.
• Speak at the Graduation Brunch
• Attend all board of directors meetings in accordance with the constitution and bylaws.
• Participate in alumni events as able.
• Participate on at least one board committee.
• Serve a one year term.

Member-At-Large
• Each program under CPHS will have one Member-At-Large position for each decade of program graduates.
• Attend all board of directors meetings in accordance with the constitution and bylaws.
• Participate in alumni events as able.
• Each Member-At-Large will participate on at least one board committee.
• Serve a two year term.

Ex-officio members
• The Dean of CPHS will be an ex-officio member.
• The Director and Assistant Director of Alumni Relations will be ex-officio members, if not serving in the capacity of treasurer.
**CPHS Alumni Association Committees**

All board members are expected to participate on at least one board committee. In order for the association’s initiatives to be accomplished, much of the work needs to be completed by committees. In addition to the four standing committees of the association, other committees are created, subject to the direction of the Board of Directors, to assist in carrying out the organization’s purpose.

**Committee Responsibilities & Expectations**

As a general rule, each committee should meet four times each year and members should attend at least three of these meetings. Determining the time and place of these meetings is the responsibility of the committee chair. The committees should also maintain regular contact with each other and stay up-to-date on the latest developments pertaining to their mission. The committee chair will also be responsible for keeping written records of meetings and events. Each committee must consist of at least three members to be an official committee. Committee chairs are selected by the CPHS Alumni Association Board of Directors.

**Fundraising Committee**

The fundraising committee is charged with determining ideas for fundraising opportunities and events as well as participating in the organization and execution of these events whenever possible. The committee should hold a minimum number of events each year and set a goal for total funds raised. The committee chair is ultimately responsible for the organization of these events and should make it his or her priority to ensure the committee meets its goals. Current events include the annual alumni and friends golf classic.

**Membership Committee**

The membership committee is responsible for expanding the number of CPHS alumni who are a part of the Alumni Association. This committee also strives to maximize involvement in, and support of the association from its current members. The committee chair should work with the Alumni Office staff and the entire committee to creatively and effectively promote membership benefits and use of membership dollars to the association’s constituents.

**Events Committee**

The events committee is responsible for the determination of event ideas and overall execution of the various alumni activities. The goal of this committee is to assist the Alumni Office with the logistics prior to and day of alumni events and to plan activities that allow CPHS alumni members to keep in touch with each other and their alma mater. Current events include receptions during professional pharmaceutical meetings, continuing education activities and sporting events.

**Reunion Committee**

The reunion committee works directly with the Alumni Office to plan and organize the reunion event for the current year’s reunion classes. This includes the location, date, cost, activities, and theme of the event. Two representatives from the honored reunion classes serve as co-chairs on the committee and represent the committee on the board.

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