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 permanent affiliation while supporting fellowship among pharmacists 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.

The purpose of the CPHS Alumni Association Board of Directors:

• To establish a core unit capable of supporting and enhancing the ideals of CPHS;
• To provide planning assistance for programs and activities for alumni;
• To function as the directing council of the CPHS Alumni Association;
• To provide a structured framework which will facilitate educational activities connecting alumni to CPHS;
• To develop specified methods of communication between the alumni and CPHS;
• To create an ongoing process of information and feedback for an enhanced educational and practical experience for current students;
• To be proactive in leadership roles such as student recruitment, student precepting and the establishment of residency programs.

General expectations of the CPHS Alumni Association Board of Directors:

• Attend one training meeting, three regular meetings, the annual meeting of the association and the annual recognition banquet.
• Be prepared for board meetings, by reviewing agenda items and other pertinent information prior to scheduled meetings.
• Participate in CPHS Alumni Association events and encourage fellow alumni to attend.
• Work to further the mission and fulfill the objectives of CPHS Alumni Association.
• Complete the expected term of office.
• Donate time, energy, financial assistance, and various support to assist in the efforts/goals of the organization.
• Serve as enthusiastic representatives of the CPHS Alumni Association to fellow alumni as well as students, faculty, administrators and staff.
• Participate in other activities as determined necessary by the CPHS Alumni Association Board of Directors.
• Become an active CPHS Alumni Association member by joining the organization.
• Serve as an ambassador making every effort to further the mission and fulfill the objectives of the CPHS Alumni Association. Members should be the eyes and ears of the association and CPHS by sharing comments and feedback from the alumni community with the college.
• Participate on at least one board committee to help accomplish the initiatives of the organization.
• Contribute financially to CPHS, through an initiative which the member deems appropriate. Board members should set a strong example regarding philanthropy to the college and should enthusiastically support fundraising campaigns within the alumni community. This includes assisting in financial contributions by sharing names of potential donors or creating scenarios for donor introductions to CPHS leadership.
• Support the annual Alumni Weekend by providing/assisting with obtaining a door prize for the event.
• Sell raffle tickets to fundraise for the annual Golf Classic.
• Participate in the CPHS admissions interviews at least one time per year.

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 on various board committees.
• Prepare a president’s message on a quarterly basis for the association’s newsletter, *Campbell Comments*.
• Present the keynote speech at the CPHS White Coat Ceremony (August).
• Preside at the Legacy Luncheon prior to White Coat Ceremony (August).
• Participate in the CPHS Alumni Association Senior Award interviews.
• Attend and speak at the annual Alumni Weekend.
• Attend the CPHS Hooding Ceremony to provide the invocation and present the Alumni Association Senior Award (May).
• Serve as marshal during the CPHS graduation ceremony (May).
• 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.
• Serve on the Admissions Committee at CPHS as the Alumni Association representative.
  ○ Attend all voting meetings
  ○ Attend and participate in at least fifty percent of interview sessions
• Speak at Convocation on behalf of the CPHS Alumni Association (August).
• Attend the CPHS annual Scholarship Day to present alumni scholarships on behalf of the association.
• Attend all board meetings.
• 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.
- Serve as the CPHS Alumni Association representative on the Pharmacy Alumni Student Association executive board.
- Participate on at least one board committee.
- 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.
- 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.
- 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
  - Membership Committee
  - Fundraising Committee
  - Events Committee
  - Reunion Committee
- The chairs of the membership, fundraising, and events committee will serve a two year term on the Board of Directors.
- Co-chairs of the reunion committee will serve a one year term.
- 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.
- Participate on at least one board committee.
- Serve a one year term.

Young Alumni Representative
• This board member represents the doctor of pharmacy graduating classes within five to fifteen years of the board term year.
• Participate on at least one board committee.
• Serve a two year term.

Clinical Research Representative
• This board member represents alumni who graduated from the master of science in clinical research program at CPHS.
• Participate on at least one board committee.
• Serve a two year term.

Pharmaceutical Sciences Representative
• This board member represents alumni who graduated from the master of science in pharmaceutical sciences program at CPHS.
• Participate on at least one board committee.
• Serve a two year term.

Member at Large (3 positions)
• Three members at large serve on the Board of Directors representing various generations of graduating classes from CPHS.
• 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 Assistant Dean for External Relations will be an ex-officio member, 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 annual alumni weekend event for the current year’s reunion classes. This includes the location, date, cost, activities, and theme of the weekend event. One representative from each honored reunion class serves as a co-chair on the committee with a maximum of three co-chairs representing the committee on the board.

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