



Century College Alumni Association Board of Directors - Job Description

The Century College Alumni Association (CCAA) is fiscally supported by the college, and works collaboratively with the Century College Foundation. The mission of the CCAA is to mobilize and support current students and alumni through educational, cultural, social networking, and service-related opportunities. The CCAA board's responsibilities include the following four areas:

Setting operational policy

The CCAA Board serves at the pleasure of the current Century College President, responding to expressed college community needs, and decides the mission and scope of the CCAA in meeting that need. The board plans for the future, and is responsible for setting the policies that carry the CCAA into that future.

Recommending programming and expenditures

The board is responsible for recommending changes in budget, expenditures, and program functions, and ensures that policies are carried out in a financially, ethically, and legally sound manner.

Representing the college and its alumni to the community

By serving as the college's ambassadors to the community, board members build enthusiasm for college and CCAA programs and events, encourage contributions, and recruit new board members, mentors, and supporters.

Giving to support CCAA priorities and activities

The CCAA strives to maintain 100 percent participation of board members via monetary contribution. Board members will be asked to give a personal donation of whatever contribution is in their means, or will be asked to participate in a minimum of one fundraising event per year, the proceeds of which to be deposited into the Alumni Legacy Scholarship fund, or an alternative fund to be determined by the CCAA. Board members may also be asked to participate in fund-raising efforts with the Century College Foundation, corporations, non-profit entities, and/or individuals, and by raising monies through their individual contacts.

Job Duties

1. Have or develop a passion for the role Century College has in the success of our alumni, our community, and our state.
2. Learn enough details about the Century College academic, technical and/or career development programs that interest you to be an ambassador in your various communities and social groups.
3. Commit to cultivate at least one new board member each year. The cultivation can include but not be limited to:
 - Bringing them to a board meeting
 - Inviting them to special alumni association events on or off campus
 - Talking to them in various social settings about Century College student and alumni needs
4. Provide counsel to the alumni relations director on the needs of alumni, the community, and workforce that could be served by the alumni association, and on improvements that could be made to existing programs.
5. Participate in at least one CCAA networking and/or fundraising event annually, and encourage your friends and colleagues to attend events they would enjoy.
6. Participate in mentor, supporter, and donor identification to create an unduplicated list of potential individuals who can support the CCAA mission.
7. Financially support the students, alumni, and the activities of the CCAA to the best of your ability, or participate in a minimum of one fundraising event annually.
8. Ask for support from a community organization or business, and/or collaborate with the college president, alumni relations director, and/or deans or program directors in making a request for a donation or gift-in-kind, if and when appropriate.
9. Attend greater than or equal to 2/3 of board meetings, including the annual board retreat (4 of 6 meetings, annually).
10. Participate on at least one committee of the board, and attend greater than or equal to 2/3 of committee meetings (4 of 6 meetings, annually).
11. Commit to a 2-year term of service with the CCAA board.