Roles and Responsibilities of TAA Board Members

1. Prepare for and actively participate in 1-2 committees and 4 board meetings. In FY14, there will be 3 in-person meetings and one 3-hour conference call.
2. Be an advocate and ambassador for the University, encouraging others to engage in and support the University and its Alumni Association.
3. Represent Tulane University at local club events, and attend the annual Alumni Awards Program held in conjunction with the April board meeting.
4. Support the University and the Alumni Association with your time, talents and financial resources.
5. Contribute annually to the University.
6. Serve as an ex-officio member of Club Steering Committees in your hometown, if available.
7. Respect the relationship between staff and volunteer board members.
8. Establish and monitor the strategic plan for the Alumni Association.
10. Recommend candidates for the Alumni Association Awards Program.
11. Support and attend admission receptions and college fairs in their home towns.
12. Conduct an annual Board Assessment.
13. Identify and nominate candidates for the Alumni Association Board.
14. Support the alumni affinity programs.
15. Maintain an active e-mail account to facilitate electronic communications between meetings and keep the Office of Alumni Relations apprised of changes to your contact information.

College/School Representatives:
1. Maintain contact with the Dean of his/her College/School with regard to the activities of the Alumni Association and the College/School.
2. Share with the Dean priorities of the TAA Board of Directors.
3. Present a report at TAA Board Meetings about alumni activities at the College/School.
4. Encourage his/her College/School alumni board to coordinate meetings with Tulane Alumni Board meetings.
5. Attend at least two Tulane Alumni Board meetings each year.
6. Serve on committees as assigned.

Tulane Clubs Representatives:
1. Work with designated club leaders as assigned regionally.
2. Keep assigned club leaders apprised of priorities of the TAA Board of Directors.
3. Support Alumni Relations staff to assure the Tier Club structure is adhered to.
4. Support club activities that foster networking among alumni within the city’s designated geographic area.
5. Support club activities that promote Tulane’s programs and accomplishments within the city’s designated geographic area.
6. Attend at least two Tulane Alumni Board meetings each year.
7. Serve on committees as assigned.