Western New England University
School of Law
Alumni Board of Directors Job Description

Responsibilities

• Make a serious commitment to participate actively in Board work.
• Attend the fall and the spring board meetings in person. Make every effort to attend additional meetings or related activities either in person or via an electronic means.
• Is an active participant on a Committee by attending committee meetings, volunteering for and willingly accepts assignments, completion of tasks and assisting with events.
• Stay informed on Board and Committee matters by preparing for meetings, reviewing minutes and reports, including pre meeting packets.
• Reply in a timely manner to officers and staff members on matters of the Board.
• Get to know other committee members and directors. Work to build collegial working relationships that contribute to the efficiency and effectiveness of the board.
• Assist University staff in identifying future alumni leaders and volunteers.

Expectations

• Complete a three year term.
• Consider applying for an executive council position during your term.
• Contribute a gift to WNE School of Law each year – it is important for the Law Alumni Board members to set the example for all other alumni by participating financially in the life of the school.
• Represent the Law School in a positive and respectful way.
• Attend as many School of Law and Association related events as possible.
• Encourage classmates and other Alumni to connect with the law school and Association.
• Stay informed as to the current events and issues impacting the law school and Association.