



TIFFIN UNIVERSITY ALUMNI ASSOCIATION

The Tiffin University Alumni Association plays a vital role in carrying out the mission of the University. The Alumni Association facilitates alumni involvement in college activities by increasing the active participation of alumni with students and other alumni; making alumni better resources to prospective students, graduates, and faculty; providing financial support to the college; providing opportunities to remain connected to TU through various mechanisms such as reunions, the online community and regional activities; promoting a consistent message regarding the benefits of involvement with the Alumni Association, and encouraging coordination of all communication with alumni to emphasize the bonds with the Alumni Association.

TIFFIN UNIVERSITY ALUMNI ASSOCIATION BOARD OF DIRECTORS

Mission: The Tiffin University Alumni Association Board is an advisory body of alumni who use their professional and personal experiences and relationships to engage alumni in the life of the university, support the executive leadership of Tiffin University in achieving its strategic goals and act as a resource in building programs that support lifelong connections for students and alumni.

Members of the Tiffin University Alumni Association Board are committed to the mission and encourage greater alumni participation in order to support the university's development and enrollment efforts.

The Board is comprised of up to 25 members including: Tiffin University alumni, a student representative from the student body, and the Director of Alumni Relations who serves as advisor to the Board. All new Board members will hold 3-year terms. The Board's executive committee consists of: Chair (one-year term), Vice Chair (one-year term), Secretary (one-year term), and Advisor (Director of Alumni Relations). Chair, Vice Chair, and Secretary are elected by a majority vote of the Board. A two consecutive term limit will be imposed on the alumni members of the Board.

BOARD MEMBER EXPECTATIONS

As a member of the Tiffin University Alumni Association Board of Directors, you are selected to hold the position based on demonstrated involvement, support and commitment to Tiffin University. In accepting the appointment, our Board members agree to fulfill the responsibilities associated with Board membership. The Board requires that you:

1. *Serve on the board for three consecutive years.*
2. *Attend the scheduled meetings of the Board. Meeting schedule is to be provided following the last meeting of the year. Two consecutive absences without prior notice will result in a review of circumstances by the Executive Committee to determine if continued service is feasible.*
3. *Remain knowledgeable and current about Tiffin University and the Office of Alumni Relations. Read monthly emails and visit the website periodically to stay current on activities and initiatives. Also, have a thorough understanding of Tiffin University's mission statement.*
4. *Serve as an active member on assigned task force. Attend task force meetings as scheduled and participate in the initiatives of the task force.*
5. *Provide timely responses to Alumni Association and Alumni Office requests and notices.*
6. *Be informed and supportive of alumni opportunities such as volunteering, benefits programs, special interest programs and events.*
7. *Serve on your class reunion committee and attend reunion events if you are celebrating a reunion during the year.*
8. *Serve as a resource to the Office of Alumni Relations in identifying reunion volunteers, regional contacts, potential board members, new donors and other alumni volunteers based on current needs/priorities.*
9. *Serve as an alumni ambassador to all alumni in your local area. Attend alumni programs in your area.*
10. *Support the University through a Giving Club Level membership each year.*
11. *Fulfill other duties as assigned.*

Application Process: A letter of application and the Informational Questionnaire (available from the Alumni Office or at www.tiffin.edu) must be received by the posted deadline.

Selection Criteria: Applicant must hold a degree from Tiffin University and demonstrate an active interest in the University's mission.

Selection Committee and Selection Process: The members of the executive committee and a representative of the Office of Alumni Relations shall serve as the nominating committee and select members for the Alumni Association Board.

**Tiffin University Alumni Board
Informational Questionnaire**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Year of Graduation: _____ Major: _____

Advanced Degrees:

Degree: _____ Year: _____ College: _____ Field: _____

Degree: _____ Year: _____ College: _____ Field: _____

College Involvement and Highlights:

Professional Achievements after College:

Professional, Civic, Community Activities/Organizations:

Other Honors and Achievements:

Employment Information:

Name of Firm: _____

Address: _____

Position: _____

How has your contribution to your community and profession been augmented by your association with Tiffin University? (use separate sheet if necessary)

Since graduation, how have you contributed to advancing the mission of Tiffin University? (use separate sheet if necessary)

Personal Information:

Spouse's Name (if applicable): _____

Children: _____

If selected, are you willing to serve as an active ambassador of Tiffin University?

Yes ____ No ____

Signature: _____

Date: _____