



Pitt-Greensburg Alumni Association Board Secretary Responsibility Form

PGAA Mission Statement

The Pitt-Greensburg Alumni Association (PGAA) provides opportunities for the continued success of the Pitt-Greensburg community while supporting the educational missions of the University of Pittsburgh at Greensburg.

Position Title:

The Pitt-Greensburg Alumni Association Board of Directors serves in an advisory capacity to the Office of Alumni Affairs. Members of the Board of Directors work closely with the staff of Institutional Advancement and Alumni Affairs, who are responsible for the day-to-day operations of the PGAA. The PGAA Board serves a critical role by providing strategic direction, resources and professional expertise to carry out the PGAA mission.

General Duties:

This may include, but not limited to, promoting fellowship among alumni, representing alumni in the governance structure of the campus, informing alumni about developments at Pitt-Greensburg, promoting Pitt-Greensburg to the general public, and encouraging graduates to become engaged in University life and to become lifelong financial contributors. All of this should be done in accordance with the mission of the University of Pittsburgh at Greensburg.

Term in Office:

Board officers serve an elected term of 2 consecutive years beginning on July 1 of the elected year, and may be re-elected for a second term for up to a total of 4 years within one position.

Roles and Responsibilities of the Board:

1. *Strategic Planning.* Establish the goals, strategies, and objectives to enable the Association to fulfill its mission.
2. *Resource Development.* Actively participate in membership and fund development activities to secure funds for current expenses and support activities to fund current and long-term obligations for the PGAA.
3. *Finance.* Ensure that the financial affairs of the PGAA are conducted on a responsible basis in accordance with established policies and in recognition of the Board's fiduciary responsibility.
4. *Community and Campus Relations.* Understand the mission and goals of the PGAA and serve as an ambassador in building campus and community partnerships and support.
5. *Membership.* Participate in recruitment of Board members.

Secretary, Board of
Directors

Revised 12/20/2020

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Duties of Board Secretary:

1. Attend and record the minutes of the proceedings of all Board and Executive Committee meetings and the Board retreat.
 - a. Fall Board Meeting
 - b. Winter Board Meeting
 - c. Commencement Leadership Meeting
 - d. Board Planning Retreat
 - e. Monthly Executive Committee Meeting
 - f. Special meetings as called
2. Participate in all Board votes.
3. Financially support the PGAA. Each Board member is strongly encouraged to contribute annually to either the Annual Fund or to a fund of their choice.
4. Act as the official representation of the PGAA at University and alumni functions.
 - a. Participate in and promote PGAA sponsored events and programs
 - b. Engage other alumni to reconnect/volunteer with the University
 - c. Nominate individuals for the Board and alumni awards

Signature: _____

Date: _____

Name (please print): _____

Term Begins: _____

Term Expires: _____