

## **University of Richmond Alumni Association Board of Directors Volunteer Role Description**

### **Mission:**

**Engage** current and future alumni through meaningful programs, activities and communication.

**Connect** the University community of alumni, family and friends.

**Sustain** the Spider spirit by giving and encouraging the gifts of time, talent and treasure.

### **Role Description:** *Director*

**University Contact:** Assistant Vice President for Alumni Relations, Office of Alumni and Career Services.

**Length of Service:** A Director is appointed for one three-year term, and may be elected to serve a second three-year term. If a Director is elected to an officer position on the Executive Committee, the terms run concurrently.

### **General Responsibilities:**

1. To serve as an ambassador on behalf of the University of Richmond Alumni Association and the University of Richmond to both the University community and the world at large, with particular emphasis on serving as a spokesperson or advocate for the Alumni Association and its Board of Directors.
2. To participate in University of Richmond, University of Richmond Alumni Association, and Board of Directors events, with particular emphasis on regional programming, Homecoming Weekend and Reunion Weekend.
3. To encourage alumni in particular to become engaged in the life of the University being mindful to help the University to identify alumni who would be good stewards of it, either as servant leaders or philanthropists.
4. To be a team player supportive of the work of the Board of Directors, members of the Board, and the administrative leadership of the University. No undue influence or individual authority shall be exercised.

### **Responsibilities Central to the Work of the Board of Directors:**

1. To ensure the Board of Directors and Alumni Association operate responsibly and effectively by accepting responsibility for knowing the mission of the Alumni Association, learning about the Board of Directors' operations and preparing for each meeting.

2. To review and adopt long-term strategic directions and approve specific financial and programmatic recommendations.
3. To actively participate in at least two Board of Directors meetings per operating year.
4. To actively participate on the Council assigned.
5. To assist the Membership Council by identifying future alumni leaders for volunteer service on the Board of Directors.
6. To assist the Membership Council by identifying alumni for recognition with the Alumni of the University of Richmond Awards for Distinguished Service.
7. To set an example for the Board of Directors and alumni by financially supporting the University including through unrestricted giving.

**Confidentiality Policy:**

In the course of their service, Directors will be privy to information that is sensitive or proprietary to the Alumni Association or the University. They will also be privy to discussions of issues and ideas that are not intended to go outside of the Board of Directors or to those individuals included in the discussions. The Board of Directors and the Alumni Association cannot function effectively unless confidentiality is maintained.

Questions should be directed to the President of the Alumni Association.

**Conflict of Interest Policy:**

It is the policy of the Board of Directors to require that each member conduct his or her personal business, financial and other relationship in a manner designed to avoid any likelihood of conflict, or appearance of conflict, between such interests and those of the Alumni Association.

Examples of potential Conflicts of Interest:

1. Member uses “inside information” for personal benefit or to the detriment of the URAA. “Inside information” is information that has not been made public and was obtained through work on the URAA Board.
2. Member uses position on URAA Board for personal, professional or organizational benefit that is in conflict with the best interest of the URAA.
3. Member has or promotes an interest which results in, or may be reasonably perceived to result in, an interference with the objectivity with which the board member is expected to exercise his/her duties on behalf of The URAA.

It is impractical to conceive of and set forth rules that cover all situations in which a conflict may arise. Above all, it is important that each member of the Board of Directors use good judgment and adhere honestly and fairly in the spirit of this policy.

If a member of the Board of Directors believes he or she is in or about to enter a conflict of interest, he or she should promptly report the situation to the President of the Alumni Association.

Questions should be directed to the President of the Alumni Association.

### **Document Destruction Policy**

The University of Richmond Alumni Association follows the University of Richmond's Records Retention Policy. A copy of the Policy is available upon request to the President of the Alumni Association.

### **Reimbursement of Expenses:**

The operating budget will cover up to two nights stay per board member per meeting at the designated accommodations provider for the meeting.

### **Whistleblower Policy:**

#### **Purpose**

Board of Directors is committed to high standards of ethical, moral and legal business conduct. In line with this commitment and its commitment to open communication, this policy aims to provide an avenue for Directors to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing.

This Whistleblower Policy is intended to cover protections for you if you raise concerns regarding any practice of the Alumni Association, or another individual or entity for which the Alumni Association has a relationship; said concerns to include, but not be limited to, the following: a) incorrect financial reporting; b) unlawful activity; or c) activities that are not in line with policy.

#### **Statement of Policy**

No officer, director, or agent of the Alumni Association shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. Nor will any officer, director, or agent of the Alumni Association take any harmful action with intent to retaliate against any member of the Board of Directors for reporting to an appropriate member of the Executive Committee of the Alumni Association or, if the complaint involves a member of the Alumni Association's Executive Committee and the complainant cannot adequately express his concerns to a member of the Executive Committee, to appropriate management personnel at the University of Richmond, the suspected misuse, misallocation, or theft of any Alumni Association resources.

## **Safeguards**

*Harassment or Victimization* - Harassment or victimization for reporting concerns under this policy will not be tolerated.

*Confidentiality* - Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality.

*Anonymous Allegations* - This policy encourages complainants to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately, but consideration will be given to the seriousness of the issue raised, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources.

*Bad Faith Allegations* – Allegations made in bad faith may result in the complainant being removed from the Alumni Association Board of Directors and may result in civil and/or criminal liability to the complainant in certain instances.

## **Procedure**

### **Process for Raising a Concern:**

*Reporting* - The whistleblowing procedure is intended to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting or unethical or illegal conduct, may be reported directly to the President of the Alumni Association.

*Timing* - The earlier a concern is expressed, the easier it is to take action.

*Evidence* - Although the complainant is not expected to prove the truth of an allegation, he or she should be able to demonstrate to the person contacted that the report is being made in good faith.

### **How the Report of Concern Will Be Handled:**

The action taken by the Alumni Association in response to a report of concern under this policy will depend on the nature of the concern. The **Planning and Operations Council** of the Board of Directors shall receive information on each report of concern and follow-up information on actions taken.

*Initial Inquiries* - Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

*Further Information* -The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.