

– *from the Bylaws*  
“The Fairfield University Board of Trustees”

- < Be personally responsible for transportation and lodging costs associated with Board meetings and events
- < Support the University's efforts to increase alumni participation
- < Make an annual gift to the University based on personal ability
- < Represent the Alumni Association in a positive and professional manner at all times
- < Identify, recruit, and involve other alumni, parents, and friends as Fairfield University volunteers.

## **ROLES**

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- < Serve as the chief executive officer of the Alumni Association and preside over all meetings of the Board of Directors.
- < Convene the full board, no less than 3 times a year
- < Distribute meeting agendas and supporting material in advance of full Board meetings.
- < Provide leadership to, and direct the activities of, the Board of Directors and the Alumni Association.
- < Communicate to the Board of Directors between and prior to scheduled meetings to keep the Board informed of all issues and/or general information that helps Board members in their roles.
- < Serve as the official representative of the Alumni Association on or at all applicable University committees and/or events or if unavailable,2 2 re12 2 reWB T/F2 10(G)TET02 0 /F2 /F2 /F2(c)7t,2 2 re12 2 re

- ◁ In the absence of the President, the Present-Elect shall assume the responsibilities of the President
  
- ◁ Assist the President and perform such duties as may be assigned by the President. In the absence of the President and President-Elect, will assume the duties of the President in accordance with the bylaws.
  
- ◁ Responsible for ensuring minutes are prepared and distributed for Board of Directors meetings within two weeks of a meeting.
- ◁ Responsible for maintaining a record of all action, including votes, taken by the Board of Directors