



## **Association of Rice Alumni Board Member Responsibilities**

In order to carry out its mission to build a reciprocally beneficial relationship between Rice University and its alumni, the ARA board should consist of members who enthusiastically advocate and support its activities and who also take an active role in the life of the university. While the board understands that its members will have varied interests and strengths, all members are expected to meet the standards of participation outlined in this document.

### **Relating to the ARA Board and its Committees**

- The ARA board meets three times a year: typically once in the fall, winter, and spring (Commencement weekend). Board members commit to attend all three board meetings each year, subject only to unforeseeable exigencies. The fall and winter board meetings usually consist of a dinner or reception on Friday evening and the board meeting on Saturday from morning until mid-afternoon. The spring board meeting is also Saturday morning and afternoon, with the Laureates Dinner Saturday evening instead of a Friday function. The university will reimburse reasonable travel expenses in accordance with the ARA Travel and Expense Reimbursement Guidelines.
- Board members commit to serve on an ARA standing committee (such as Nominations, Laureates, or Alumni College) or other board committee. There should be little extra burden to non-Houstonians in serving on these committees, which make use of e-mail and telephone conferences.

### **Relating to ARA Programs and Activities**

- The ARA's flagship events include Homecoming & Reunion, Alumni College, and the annual Laureates Dinner. Board members commit to attend the Laureates Dinner each year. (As with the spring ARA board meeting, the Laureates Dinner is held Commencement weekend.) Board members are encouraged to attend Homecoming every year and commit to attend Alumni College at least once during their tenure on the board. Expenses related to attending the Laureates Dinner, Homecoming, and Alumni College are the responsibility of individual board members.
- Board members commit to attend any ARA event in their area involving the Rice president to which they are invited, subject only to unforeseeable exigencies, and to serve on ARA host and other event committees if asked.
- Board members who live outside of Houston commit to take an active role in local alumni activities and in promoting ARA and Rice involvement to fellow alumni.

- Board members commit to being active between board meetings by responding to ARA related e-mails and correspondence and participating in e-mail and conference call discussions and votes.
- Board members should take advantage of some of the many opportunities to get involved in the life of the university. Examples include joining the Rice Alumni Volunteers for Admission, involvement as a community associate at one of the colleges, participating in the online Rice Career Network, work on fundraising campaigns, or any one of dozens of other similar opportunities. A more comprehensive list of volunteer opportunities at Rice can be found in the “Volunteer” section of the ARA web site.

### **Giving to Rice**

- Many foundations and philanthropic institutions from whom Rice seeks donations will not consider making a gift to a non-profit organization unless its leadership is unanimously on record as contributing. Recognizing the importance of alumni giving in general and participation in the Rice Annual Fund in particular, the ARA board of directors in November 2008 unanimously endorsed the Centennial Campaign and committed to 100% annual support of the Rice Annual Fund. All board members commit to contribute each year to the Rice Annual Fund. This can be for any amount suitable to one’s circumstances, and must be in addition to any other gift made to the university.



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**AGREEMENT**

To: The ARA President and Board of Directors

\_\_\_\_ I have reviewed your letter informing me of my nomination and accept the position on the ARA board. I look forward to receiving details about the orientation program for new board members and ARA officers and to working with you and the other board members.

\_\_\_\_ I regret that I am unable to accept the ARA board position.

Comments: \_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
Signature of new board member

\_\_\_\_\_  
Printed name