



BOARD OF GOVERNORS STATEMENT OF RESPONSIBILITY

You have been elected as a member of the Board of Governors of the Georgetown University Alumni Association. The Board is the governing board of the Georgetown University Alumni Association and is an advisory board to the Georgetown University Board of Directors on matters of importance to alumni. The Board of Governors represents Georgetown alumni, sustaining and developing the interests of alumni in the university's objectives, programs, activities, and achievements. The Board of Governors is responsible for protecting and preserving the traditions of Georgetown alumni and providing and encouraging support for the university.

The Board of Governors meets three weekends a year: twice in Washington, D.C., at Fall Leadership Weekend and Spring Leadership Weekend, as well as during the John Carroll Weekend, which takes place in the spring. Board meetings in Washington generally start on Friday morning and finish Saturday evening or Sunday morning. The John Carroll Weekend will take place in Rome, Italy in 2016. Business meetings will take place at all Board meetings, while committee meetings will only take place during the fall and winter meetings. Governors are strongly encouraged to attend all three of the board weekends each year, but must attend at least two, and are expected to attend the meetings of the committees to which they are assigned, as well as the business meeting of the full Board of Governors. Governors enjoy the privilege of voting in their committees and Full Board meetings. There are additional social events during each weekend when the Governors meet, and Governors are strongly encouraged to attend those events as well. In addition, a Board of Governors' retreat and strategic planning session takes place every other summer. The next summer retreat will be held in June 2016. All Governors are strongly encouraged to attend.

Each Governor will be assigned to a minimum of two committees of the Board. Most committee work is assigned during the fall and winter meetings and accomplished throughout the year via conference calls and ongoing communication with the committee. All Governors must have access to e-mail and the internet, as most Board communication occurs through e-mail and the Board of Governors Intranet Site.

Governors should reflect the diversity and interest of all Georgetown alumni. That is, they should not be focused solely on their individual interests or background (i.e. their school, class or extracurricular) but rather on the whole of the Georgetown University community. The boundary of a Governor's concern should encompass the university as a whole and not be limited to a smaller subset of the university community. At the same time, while representing all Georgetown alumni, a Governor's individual perspective as related to his or her individual Georgetown experience or constituency will be valuable to the work of the Board of Governors and the alumni association. Governors are not spokespersons for the Georgetown University Alumni Association and should not comment in the name of the Association or Board, unless they have been asked to be part of as an initiative or specific outreach effort.

As elected leaders of the Georgetown University Alumni Association, Governors have a responsibility to support Georgetown, both with their financial support and in their local communities. Governors have the responsibility to participate in the annual funds each year and are often asked to provide financial support for other initiatives of the alumni association. Governors should be members of their local Georgetown Club and provide their local club leaders with support and assistance. They should attend club and university events that occur in their community. Governors are also encouraged to provide leadership in their class activities. Governors are also expected to keep the Board of Governors informed of any changes of contact information. Governors are required to complete, annually, a Conflict of Interest policy in-line with IRS regulations as members of the board.

As a member of the Board of Governors of the Georgetown University Alumni Association, it is your responsibility to be an ambassador of the Association and university as a whole.

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POSITION TITLE: Member, Board of Governors

GENERAL STATEMENT OF DUTIES: As an elected or appointed member of the Board of Governors of the Georgetown Alumni Association, you have the honor and responsibility of representing over 170,000 alumni of the University with our mission of connecting alumni to each other and to the University, offering service to community and valuable support for Alma Mater. A diverse alumni population requires that you keep a global perspective on behalf of all alumni while bringing your own particular expertise and perspective to the work of the committees and of the full Board.

DUTIES AND RESPONSIBILITIES:

- Attend two out of three annual board leadership weekends, (Fall Leadership Weekend, Winter Leadership Weekend and John Carroll Weekend)
Absence to be excused by the President of the Alumni Association.
- Participate in a minimum of one board development committee and one board delivery committee
- Participate in in-person meetings, conference calls and the work of your committees throughout the fiscal year.
- Be a member of your Alumni Club
- Be a member of your Class Leadership
- Contribute annually to the Georgetown University Annual Fund (includes participation in Medical Annual Fund and Law Annual Fund)
- Cultivate new alumni leadership through your efforts on behalf of the Board of Governors, your Alumni Club and your Class
- Encouraged to offer nominations for Awards consideration.
- Vote in the Annual Election
- Sign and adhere to all necessary policies by Bylaw requirements

I agree to the aforementioned list of duties, to comply with the Bylaws of the Georgetown University Alumni Association and to the Board of Governors Statement of Responsibility

Name (**PRINTED**): _____

Governor's Signature: _____

Date: _____