ATHLETICS COMMITTEE

PURPOSE
The Athletic Committee shall serve as an Advisory Committee to the Executive Committee of the Alumni Association. The purpose of the committee is to act as a liaison with Saluki Athletics, offering guidance on matters affecting the relationship between the SIU Alumni Association and SIUC Intercollegiate Athletics.

APPOINTMENTS
1. Appointments are made annually by the President of the Board with the advice of the Executive Director.
2. The Committee shall meet at the discretion of the Executive Director, Chairperson, and/or Staff Liaison assigned to this committee.
3. Non-board members may be appointed to serve.

DUTIES AND RESPONSIBILITIES
1. Serve as an advocate for the SIU Alumni Association in matters pertaining to the relationship between the Association and SIUC Intercollegiate Athletics.
2. When requested and feasible, provide assistance to SIUC Intercollegiate Athletics, as allowed by Conference and NCAA guidelines.

AUDIT COMMITTEE

PURPOSE
The Audit Committee shall provide independent oversight to the Association’s accounting and financial reporting. In addition, the Audit Committee shall oversee the organization’s annual audit. The Audit Committee has the authority to conduct any investigation appropriate to fulfilling its responsibilities, and it has direct access to the independent auditors as well as to anyone in the organization. The Audit Committee has the authority to retain, at the Corporation’s expense, special legal, accounting, or other consultants or experts it deems necessary in the performance of its duties.

APPOINTMENTS
1. Appointments are made annually by the President of the Board.
2. The Committee should consist of at least three members of the board of directors and one financial expert.
3. Non-board members may be appointed to serve.
RESPONSIBILITIES

1. The audit committee should ensure the audit firm has the skills and experience to carry out the audit function for the organization, and that its performance is carefully reviewed. The audit committee should meet with the auditor, review the annual audit, and recommend its approval or modification to the full board.
2. Address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved. The Audit Committee will provide protection of employees raising concerns about serious accounting or auditing irregularities.
3. Review the Fraud Risk Assessment conducted by management.
4. Review the tax-exempt status and identification of activities that could jeopardize this status.

COLLEGE AND PROFESSIONAL SCHOOL RELATIONS COMMITTEE

PURPOSE
The College and Professional School Relations Committee will meet and share ideas as to how the Association and Colleges/School can collaborate and support each other.

APPOINTMENTS
1. The committee shall consist of the appointed representative from each college and professional school to the SIU Alumni Association Board of Directors.
2. The Committee shall meet at the discretion of the President of the Board, Executive Director, Chairperson, and/or Staff Liaison assigned to this committee.

DUTIES AND RESPONSIBILITIES
1. Serve as an advocate for the SIU Alumni Association in matters pertaining to the relationship between the Association and SIU Colleges and Professional Schools.
2. Coordinate with each other and build progressive ways to learn from each other’s success and avoid each other difficulties identified in sister organizations.
3. Have periodic interactions in addition to our regularly scheduled meetings.

COMMUNICATIONS COMMITTEE

PURPOSE
The Communications Committee shall have the responsibility to establish and periodically review the editorial policy for all alumni communication. It shall periodically review the format, content, frequency, and budgetary considerations for Alumni Association related publications, websites, alumni online community, email, and other forms of general communication with alumni.
APPOINTMENTS
1. Appointments are made annually by the President of the Board with the advice of the Executive Director.
2. Subcommittees may be appointed and non-board members may be appointed to serve.

DUTIES AND RESPONSIBILITIES
1. Establish communication goal(s) and best practices for all Alumni Association related publications and communication vehicles.
2. Maintain accurate financial records for all aspects of production.

EVALUATION OF EXECUTIVE DIRECTOR COMMITTEE

PURPOSE
The committee shall be responsible for the annual review and evaluation of the performance of the Executive Director of the Association.

APPOINTMENTS
This committee shall consist of the President-Elect who will serve as Chair, the two Vice Presidents, and two individuals appointed by the Chancellor of SIUC.

DUTIES AND RESPONSIBILITIES
1. Review Executive Director position description
2. Assess strengths and weaknesses in the following areas:
   2.1 Identification with values and purpose of Association
   2.2 Commitment to achieve purpose of Association
   2.3 Willing to take responsibility
   2.4 Able to exercise authority
   2.5 Able and willing to make decisions and organize others
   2.6 Active in community and state
   2.7 Maintains focus of Association and its relationship to University
   2.8 Focuses own energy and that of others on major policy issues
   2.9 Good sense of timing and “politics”
3. Provide overview of evaluation to Board and to Chancellor of Southern Illinois University Carbondale and make recommendations as requested.
4. Annual evaluation should take place prior to the Spring Board meeting.
INVESTMENTS COMMITTEE

PURPOSE
This committee shall formulate an investment policy for Alumni Association funds and assets. The Investments Committee shall interpret that policy, oversee its implementation, and abide with those policies.

APPOINTMENTS
1. Appointments are made annually by the President of the Board with the advice of the Executive Director.
2. Evaluate current policies and programs and formulate new policies as necessary to insure financial growth and stability.

MEMBER SERVICES COMMITTEE

PURPOSE
The Member Services Committee shall review and recommend strategies for membership promotion, acquisition, and retention.

APPOINTMENTS
1. Appointments are made annually by the President of the Board with the advice of the Executive Director.
2. Non-board members may be appointed to serve.

DUTIES AND RESPONSIBILITIES
1. Assist in identifying activities and services which alumni perceive as positive.
2. Evaluate the results of membership promotions and chart the course for future marketing.
3. Provide recommendations on membership communication and growth

NOMINATIONS COMMITTEE

PURPOSE
The Nominating Committee shall be responsible for submitting to the Board of Directors the names of nominees to fill positions as elected directors, names of nominees to serve on assigned committees or posts, and the names of nominees for election to fill unexpired terms of directors or officers.

APPOINTMENTS
1. This committee shall consist of the President, President-Elect, Immediate Past President, and the Executive Director, serving as a non-voting member.
2. This committee shall select its own Chair and Vice-Chair, and the Executive Director shall
serve as the committee’s secretary.

DUTIES AND RESPONSIBILITIES
1. Prepare a slate of nominees for elected directors whose terms expire on June 30 of next calendar year.
2. Submit the names of current directors to serve on University or community committees.
3. Prepare a slate of nominees for election to fill unexpired terms of directors and officers who have died, become disabled, resigned or who have been removed from office.
4. Maintain record of all nominations and elected directors.
5. Verify Association’s membership status of nominees for the position of directors.
6. Establish procedures for nominating, electing, and evaluating new and current directors.

POLICY AND ORGANIZATION COMMITTEE

PURPOSE
The Policy and Organization Committee shall serve as an Advisory Committee to the Executive Committee for the purpose of offering guidance on matters affecting the policies adopted by the Association.

APPOINTMENTS
1. Appointments are made annually by the President of the Board with the advice of the Executive Director.
2. The Committee shall meet at the discretion of the Executive Director, Chairperson, and/or Staff Person assigned to this committee.
3. Non-board members may be appointed to serve.

DUTIES AND RESPONSIBILITIES
1. Establish criteria for the creation of policies.
2. Review potential policies to be considered by the Board.
3. Provide oversight and interpretation of the Alumni Association Bylaws and other related guidelines and policies.

SCHOLARSHIP COMMITTEE

PURPOSE
The Scholarship Committee shall have the responsibility of administering dollars that have been designated by the Board to help fund the recruitment and retention efforts for students of SIU. This committee will identify and propose programs/projects to meet this need.

APPOINTMENTS
1. Appointments are made annually by the President of the Board with the advice of the
2. Non-board members may be appointed to serve.

DUTIES AND RESPONSIBILITIES
1. Establish criteria for administering the money to be approved by the Executive Board.
2. Send all recommendations made by the Committee to the Executive Committee for approval.

STUDENT RELATIONS COMMITTEE

PURPOSE
This committee shall have the responsibility of serving as liaison between the Executive Committee and students attending the University. Recognizing the important relationship between students and alumni, this committee will address programs and services which will provide mutual benefit to students and alumni. It will promote the lifelong relationship between students, alumni, and SIUC.

APPOINTMENTS
1. Appointments are made annually by the President of the Board with the advice of the Executive Director.
2. Two student representatives from the Student Alumni Council will be appointed.

DUTIES AND RESPONSIBILITIES
1. Explore the quality of student life on campus and make recommendations for improvements.
2. Establish ways to communicate purpose of the Association to students.

TRANSACTION COMMITTEE

PURPOSE
The Transaction Committee shall be responsible for approving SIU Alumni Association expenditures that are greater than $5,000, in accordance with Board Policy. As needed the committee will approve via email, to attach as support, requests for payments that are above the $5,000 threshold. The request must be sent to the entire committee, but only one response is needed to process the payment.

APPOINTMENTS
This committee shall consist of the President, President Elect, Immediate Past President, and the Treasurer.

DUTIES AND RESPONSIBILITIES
1. To review and respond to approval requests in a timely manner so that payment can be made on time.
2. To attest to the appropriateness of the expenditure being submitted for payment.
ADVOCACY AD HOC COMMITTEE

PURPOSE
In April of 2017, the SIU Alumni Association Board of Directors created an advocacy task force to manage efforts on behalf of the Board. Since that time, the Advocacy Task Force drafted a resolution to underscore the interest and support of the SIU System. That resolution was included in the SIU AA Board meeting materials. The SIU AA Board has adopted the practice to collaborate with the SIU System Office on these efforts. Therefore, the SIU System Office creates all messages and establishes the plan for outreach and notification to alumni.

APPOINTMENTS
SIU Alumni members of the Board – three
P & O Committee Chair, as needed
Association legal counsel
Staff Liaison – Editor, SIU Alumni magazine

DUTIES AND RESPONSIBILITIES
To work with the SIU System Office to disseminate information to alumni in support of advocacy efforts.

CONSTITUENT ORGANIZATION TASK FORCE COMMITTEE

PURPOSE
Due to changes in technology and the composition of Constituent Organizations (CO), a need for University level support of these organizations and the alumni involved have evolved. These factors prompted the Executive Committee of the SIU Alumni Association Board of Directors to form a task force to review the current CO framework. This evaluation of the CO’s includes a review of industry best practices and standards, a review of current operating procedures and detailed assessment of the governing guidelines.

APPOINTMENTS
One representative of the Executive Committee
Members of the SIU AA Board – three
Staff Liaison – Director of Constituent Relations
DUTIES AND RESPONSIBILITIES
Hold regular meetings
Review all aspects of the constituent organization operations, including practices, funding, scheduling, and governance
Provide training and support for leadership of each CO

ASSOCIATION SALUKI ALUMNI PLAZA PROJECT COMMITTEE
PURPOSE
Work to create a physical landmark on campus where alumni, students, faculty, staff and families could go to as a meeting place that would evolve into a new tradition at SIU. Ideas are solicited from the Association Board and campus stakeholders via Board members.

APPOINTMENTS
Association President and President Elect
Directors of the Board – four

DUTIES AND RESPONSIBILITIES
Meet as needed
Work to solicit ideas from the Board to develop a new meeting place where alumni and families may gather - something that is iconic to SIU and represents the soul and meaning of SIU.
Work with the SIU Campus community to create renderings for ideas

THE FOLLOWING COMMITTEES ARE INACTIVE:

GIFTS AND GRANTS COMMITTEE
PURPOSE
The Gifts and Grants Committee shall evaluate the written proposals submitted by various University departments, constituencies, students, and alumni when requesting support from the SIU Alumni Association.

APPOINTMENTS
1. Appointments are made annually by the President of the Board with the advice of the Executive Director.
2. The Committee shall meet at the request of the Executive Director and/or staff liaison assigned to this committee, or at such other times as requested by the President of the Association.
3. Only board members will be appointed to serve on this committee.
DUTIES AND RESPONSIBILITIES

1. Establish criteria for administering the money to be approved by the Executive Board.
2. Send all proposals to the committee members simultaneously.
3. Send all recommendations made by the Committee to the Executive Committee for approval of all expenditures allowed by the standing committee above $2500.

SPONSORSHIP COMMITTEE

PURPOSE
The Sponsorship Committee shall work to forward the corporate sponsorship acquisition activities of the Association.

APPOINTMENTS
1. Appointments are made annually by the President of the Board with the advice of the Executive Director.
2. Non-board members may be appointed to serve.

DUTIES AND RESPONSIBILITIES
1. Assist in identifying potential corporate sponsors.
2. Make introductions to potential corporate sponsors