UMASSD BLACK ALUMNI ASSOCIATION  
OPERATING GUIDELINES  
as of 3.21.22

PURPOSE
The UMass Dartmouth Black Alumni Council (BAC) aims to provide transformational change to the racial climate for all students and alumni. The council will center its efforts in providing BIPOC students and alumni with personal, academic, professional, cultural and social support during their journey at UMass Dartmouth and beyond.

Our vision is to involve the greatest possible number of alumni and alumnae with UMass Dartmouth on an annual basis by creating a range of opportunities so empowering that alumni will seek to remain engaged and connected with the University and each other.

Consistent with the core values of community, education and diversity, the UMass Dartmouth BAC pathways of engagement should provide alumni with meaningful opportunities to:

- Continue the process of life-long learning;
- Foster equity, inclusion, and justice, strengthening ties to UMass Dartmouth and growing relationships with other alumni;
- Serve the University, other alumni, students (especially BIPOC students) and the community at large; and
- Create a culture of philanthropy among the alumni body, to ensure that alumni continue to contribute their time, talent and financial resources to the betterment of the university.

MEMBERSHIP
1. Composition
BAC can consist of up to 25 members. Members must be alumni of UMass Dartmouth.

0. Term
Members in executive roles will have a 2 year term limit. Members serve a three-year term. Each member may serve up to two consecutive terms of office, resulting in six years of consecutive service. Each term begins on Jan 1 of the year in which the member is appointed and ends on Dec 31 of the year in which the member’s term ends.

3. Member Identification and Recruitment
   a. Identification
      Potential members will be added to a list of candidates for consideration, vetting, and review by the Executive Committee. Current members are encouraged to submit alumni names for consideration. Institutional Advancement staff and select UMassD staff will also be asked for nomination recommendations. Interested alumni can submit their name to current Board members or Office of Alumni Relations for consideration.

   b. Recruitment
      The Membership Committee will oversee recruitment outreach. The Committee members will explain the purpose and function of BAC and member expectations to prospective members.
and answer prospective member questions. The Committee members will explain the purpose and function of the Board and member expectations to prospective members and answer prospective member questions.

**BOARD LEADERSHIP**

1. **Executive Committee**
The Executive Board will consist of (2) Co-Chairs and (6) Vice Chairs - Membership, Outreach, Development, Enrollment, Engagement, Stewardship and Continuity. Co-chairs will oversee the Executive Committee and conduct one meeting every two months.

2. **Selection**
The Executive Board is responsible for selecting the next Co-Chairs during the last meeting of the year.

3. **Term**
All Executive Board terms will be decided by the Executive Board. Once BAC is fully established, it will change to a two year maximum term.

4. **Vacancies**
Vacancies on the Executive board will be filled by the Co-Chairs and Vice-Chairs.

**BOARD STRUCTURE**
Executive Roles: 2 year term limit; attend meetings regularly; participate actively in programming, special projects, and recruitment efforts as defined

- **Chair/Co-Chair**
  - Oversees and manages group
  - Takes lead on group communication and meeting planning
  - Takes lead on correspondence with other leadership groups at the University

- **Vice Chair (Membership)**
  - Serves as chair in absence of chair/co-chair
  - Manages onboarding of new members and maintains recruitment schedule/process
  - Communicates with other affinity/shared interest groups at University as appropriate

- **Vice Chair (Outreach)**
  - Manages social media and marketing in collaboration with Marketing office of University
  - Manages internal communication of group and develops outreach plan on an annual/semesterly basis

- **Vice Chair (Development)**
  - Manages giving and philanthropic efforts and initiatives in collaboration with Development offices of University
  - Educates members and prospective members on the role of giving and philanthropy in the alumni community

- **Vice Chair (Enrollment)**
  - Manages relationship with Admissions and collaborates on events and outreach facing prospective students and families
○ Educates members on the role of recruitment and retention as it relates to the alumni community
● Vice Chair (Engagement)
  ○ Manages relationship with event/conference office as well as other campus engagement professionals
  ○ Takes lead on planning and organizing events (virtual/onsite) and maintains and updates best practices documentation
● Vice Chair (Stewardship and Continuity)*
  ○ Oversees planning for smooth and efficient transition between executive boards
  ○ Maintains documentation and transition related communication with Alumni Relations office of University

MEMBER RESPONSIBILITIES

**Steering Executive Committee Members Responsibilities**

- Monthly meeting with Director of Alumni Relations
- 2-3 hours a month
- Active recruitment to council (we can define # of people per committee members)
- Build the structure and mission of the BAC
- Actively engages on annual Spring Fundraiser in March
- Participates in 2 campus event a school year

**Steering Board Committee Members Responsibilities**

- 2-3 hours every other month
- Active recruitment to council (we can define # of people per committee members)
- Build the structure and mission of the BAC
- Actively engages on annual Spring Fundraiser in March
- Participates in 2 campus event a school year

**MISCELLANEOUS**

1. Note
   This is a working, living document that establishes an operational foundation for BAC. This document may be updated or amended as directed by the Executive Committee.