

Bucknell Engineering Alumni Association



**Board of Directors
Operating Handbook
July 2011**

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MISSION OF THE BUCKNELL ENGINEERING ALUMNI ASSOCIATION

The mission of the Bucknell Engineering Alumni Association shall be to promote the general well being of the College of Engineering of Bucknell University by developing among alumni an active and enduring interest in involvement in the affairs of the University.

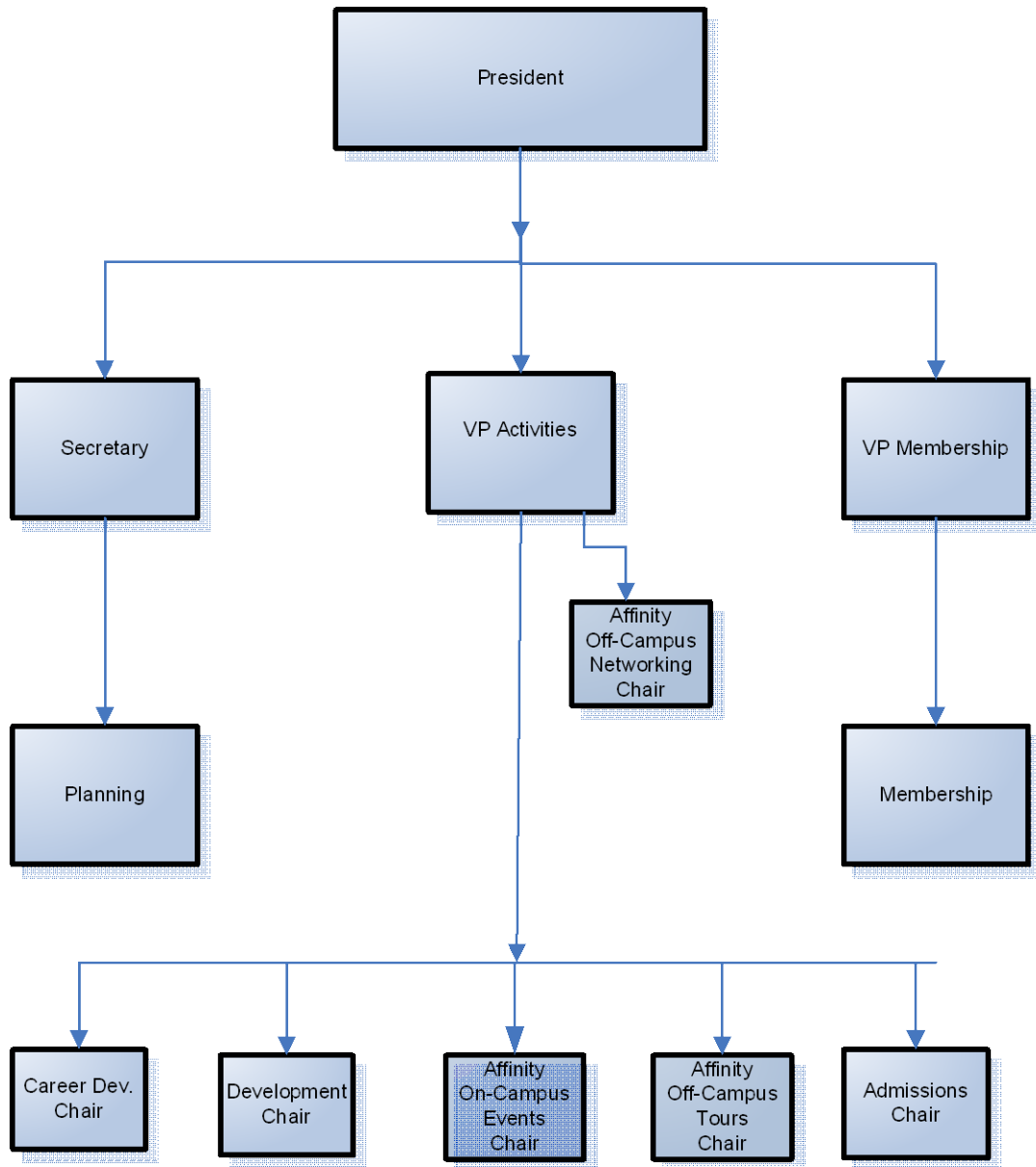
Its goals shall be to promote the interest of Bucknell's College of Engineering by:

1. Encouraging alumni, as individuals, to assist and support the College of Engineering, its programs and students.
2. Providing the leadership and the means for the alumni to unite in their efforts to support and strengthen the College.
3. Working with the administration of the College to achieve unity of purpose and activity and, through its officers, to make recommendations to the Administration concerning matters essential to the welfare of the college.
4. Disseminating information that will keep the alumni well informed about the College, the University and the Association.
5. Assisting in raising funds for the improvement of the College.
6. Encouraging qualified, desirable students to apply for admission to the University.
7. Educating undergraduates concerning their relationship and ongoing responsibility to the College and the University as a whole.
8. Providing services and programs beneficial to alumni, which foster and promote allegiance to the College and the University as a whole.
9. Providing a means, such as mentoring and career assistance, by which alumni can assist College faculty and students to enhance the students' Bucknell experience.

EXPECTATIONS OF BOARD MEMBERS

- Educate oneself about both the College of Engineering, and Bucknell as a whole, their respective missions, programs, and activities
- Educate oneself about the Bucknell Engineering Alumni Association, its mission, history, membership, and activities
- Attend and participate in meetings of the BEAA Board of Directors
- Serve and actively participate on assigned committees
- Contribute to the Engineering Fund in accordance with one's capability
- Be an advocate for the College of Engineering, Bucknell and the Bucknell Engineering Alumni Association
- Educate prospective students, current students and alumni about the College of Engineering, Bucknell and the Bucknell Engineering Alumni Association
- Participate in general alumni activities and serve as a source of information

BEAA Board of Directors Organization Chart



TERM & ROTATION SCHEDULE
Board of Directors - July 2011

	Term	7/12*	7/13*	7/14*
Blumenfeld, Mitchell (CS '91)	3			X
Booth, Paul (EE '92)	2	X		
Davis, Michelle (ChE '03)	2	X		
Domanowski, Lisa (ME '00)	1			X
Geiling, James (ME '55)	3			X
Gething, Brad (ChE '01)	2			X
Greenly, Justin (ChE '08)	1		X	
Hines, Jeffrey (CE '84)	2		X	
Hymas, Diane (ChE '79)	2			X
Jacob, Adam (ME '03)	1		X	
Janssen, Joanne (EE '87)	3			X
Lauletta, Lance (EE '80)	2			X
McDonnell, Paul (ME '80)	2		X	
McFadden, Richard (EE '87)	1		X	
Mostoller, Bradley (CS '88)	3	X		
Myers, Donald (CS '89)	1			X
Novak, Darryl (ME '63)	2	X		
Pancoast, S. Franklin (CE '78)	1		X	
Parker, Stephen (ME '08, M '09)	1		X	
Prendergast, Sarah (ChE '08)	1			X
Rakszawski, Michael (CS '08)	1	X		
Reetz, Helen (CE '78)	1	X		
Renzi, Peter (ChE '79)	1	X		
Roman, Elizabeth (CE '91)	3	X		
Schicktanz, Suzanne (BA '80)	3		X	
Seamans, Bradford (CE '83)	1		X	
Shafer, Lauren (BME '07)	1	X		
Sobeck, David (CE '98, M '00)	1	X		
Spak, Mary (EE '01, M '02)	3	X		
Tafuto, William (CE '88)	1		X	
Van Schooneveld, Andrew (CE '02)	1			X
Vidoni, Adam (ChE '04)	2	X		
Weil, Henri (ChE '66)	1		X	
Weimer, Daniel (ME '10)	1			X
Wojtysiak, Brian (ChE '01)	2		X	
Wolin, Stacy (ME '87)	3			X

Terms are served for a three-year period. A member can serve for three consecutive terms.

* Month and year that term end Yellow = 0-5 out Alumni terms are served for one three-year period.

TERM & ROTATION SCHEDULE
Student Board of Directors - July 2011

	Term	7/12*	7/13*
Breden, Carolyn (TBP '12)	1	X	
Carey, Patrick (ASCE '12)	1	X	
Denning, Rose (SWE '12)	1	X	
Liutikas, Aurimas (ACM '12)	1	X	
Rollando, Alyssa (BMES '14)	1		X
Ruppert, Amanda (AIChE '14)	1		X
Sfedu, Christina (IEEE '12)	1	X	
Stevenson, Gregory (ChiEp '12)	1	X	
Vasquez, Jaime (SHPE '14)	1		X
Zhang, Boyu (ASME '13)	1		X

Terms are served up to a two-year period.

* Month and year that term ends

**BY-LAWS
OF
BUCKNELL ENGINEERING ALUMNI ASSOCIATION**

ADOPTED 22 October 2011

ARTICLE I - NAME

The name of the organization is the Bucknell Engineering Alumni Association. It will hereafter be referred to simply as the BEAA or the Board.

ARTICLE II - PURPOSE

The mission of the Bucknell Engineering Alumni Association shall be to promote the general well being of the College of Engineering of Bucknell University.

ARTICLE III - MEMBERSHIP

Members of the BEAA shall be:

- A. Those who have received engineering degrees from Bucknell University.
- B. Individuals who shall have been in good standing for at least two years in the undergraduate curriculum of the Engineering Departments of Bucknell University, whose separation from the College of Engineering was under honorable conditions, and, who are no longer students.
- C. Others as the Board of Directors may elect, such as: Bucknell alumni who by other scientific training or experience have been significantly involved in engineering fields.

ARTICLE IV - BOARD OF DIRECTORS

A. -- Creation

The Board of Directors, which is representative of the engineering alumni body, was created to manage the affairs of the Bucknell Engineering Alumni Association. The Board of Directors shall arrange for all meetings and events of the general membership of BEAA. It shall have the power to make all rules for its own regulation, not inconsistent with these By-laws.

B. -- Composition and Procedures

1. The Board of Directors shall consist of a maximum of up to 47 total members, including:
 - a. 30 voting members who shall be elected by Board members and the Dean of Engineering at Bucknell University, ex officio; and
 - b. 6 voting engineering alumni who have graduated within the last 5 years and who shall be elected by Board members and the Dean of Engineering at Bucknell University, ex officio; and

- c. 12 non-voting undergraduate Bucknell engineering student members, as described in Paragraph 5, below.

At no time shall there be less than 27 voting members and 7 non-voting members, unless approved by a 2/3 vote of the Board.

2. The role of the student members shall be advisory. They shall not have voting rights.
3. In considering individuals for Board service, attention should be given to attracting the most qualified people possible with appropriate consideration being given for balanced representation based on class year, discipline, gender, geography, racial and ethnic diversity, interest, service, and appropriate financial commitment to Bucknell.
4. Terms of service for voting members are as follows:
 - a. The general voting board membership (as explained in Item B.1.a) shall be three years. General members may be re-elected for additional terms upon recommendation by the Membership and Nominations Committee. Directors shall be eligible to serve no more than three full consecutive terms.
 - b. The alumni voting board membership (as explained in Item B.1.b) shall be one, three year term. At the end of the three year term, board membership will end but with the opportunity to rejoin the BEAA Board of Directors in the future.
 - c. All voting members are expected to attend all Board meetings. The Executive Committee of the Board shall review the continued membership of Board members who are absent from two out of the three yearly meetings. If deemed appropriate, the Executive Committee may remove such members from the Board.
5. The non-voting, student members of the Board of Directors may also include twelve (12) undergraduate Bucknell engineering students who will each serve a maximum two-year term. Additionally,
 - a. For each academic year, the make-up of the undergraduate members may include:
 1. Five (5) or six (6) members of the junior class, and
 2. Five (5) or six (6) members of the senior class.
 - b. Student membership may include one student from each of the following twelve (12) student engineering organizations, whose members shall be responsible for electing their representative to the Board.
 1. ACM,
 2. AICHE,
 3. ASCE,
 4. IEEE,
 5. ASME,
 6. BMES,

7. NSBE,
 8. SWE,
 9. SHPE,
 10. Tau Beta Pi,
 11. Chi Epsilon, and
 12. Engineers Without Borders
- c. Student members' attendance is expected at the Fall and Winter meetings each year. If student members fail to attend one of these meetings, the Executive Committee shall review the membership of both the student and the student organization and, if appropriate, may remove non-attending members and/or organizations.
 - d. Student members shall be assigned to the working committees of the BEAA, and will be invited to participate on committee conference calls between meetings.
6. Regular meetings of the Board of Directors shall be held at least three times annually with at least one meeting falling during each academic semester. Other special meetings called by the Board may be held at the time and place fixed by the President should the need arise.
 7. A quorum of the Board shall exist if either of two conditions are met: (1) A simple majority, or (2) if the meeting has been announced to all members at least two weeks in advance, the Executive Committee may decide that a quorum exists. Business shall be conducted by a majority of the voting members present and voting.

ARTICLE V - OFFICERS

- A. The Board shall elect officers from a slate submitted by the Membership and Nominations Committee. Nominations also may be made from the floor. These officers shall include the President, Secretary / Treasurer, Vice President for Membership, and Vice President for Activities. The officers and Committee Chairs of the Association shall comprise the Executive Committee of the Board. The President may also appoint an additional member-at-large to the Executive Committee. Terms of office for all officers and Executive Committee members are two years.
- B. A director who is elected or appointed to a term on the Executive Committee (as an officer or as Committee chair or as a member at large) that is longer than the director's remaining term on the Board shall have his or her term on the Board of Directors extended. The extension shall be for the length of the service as an officer or member at large.
- C. If any officer is unable to complete his or her term, then a special election for his or her replacement will be held from a slate submitted by the Membership and Nominations Committee at the next regularly scheduled Board meeting.
- D. The officers shall be eligible to serve no more than two consecutive terms in each office.

- E. The President shall preside at all meetings of the BEAA membership and of the Board of Directors, and shall perform such other duties as the Board may direct. He/She shall be an ex-officio member of all committees. In the absence of the President, the Secretary / Treasurer shall chair meetings of the Board. The President serves as chief executive officer of the Association, providing leadership to ensure the effective planning and implementation of the Association's programs and projects.
- F. The Secretary / Treasurer shall maintain documentation of the Board's activities; fulfill the duties of the President when he / she is not available; would advise the Board on all matters related to financial policies and standards to guide financial decision making, if necessary; and shall serve as the Chair of the Planning Committee.
- G. The Vice President for Membership shall plan for and implement the Board's membership and alumni award nominations process and shall serve as the Chair of the Membership and Nomination Committee.
- H. The Vice President for Activities shall assure that the BEAA's presence on the Web is maintained and is current; facilitate the interchange of information among the BEAA committees and Executive Board; and facilitate the communication between the BEAA and the College.
- I. The Secretary / Treasurer and Vice-Presidents shall be responsible to the President for planning and coordinating the activities of the Board of Directors and other duties designated by the President.

ARTICLE VI - GENERAL MEETINGS

- A. The annual meeting of BEAA shall be held in the winter in Lewisburg, Pennsylvania or elsewhere as the Board may direct, and the Board of Directors shall select the date of the meeting. It shall be the duty of the Secretary / Treasurer to notify all members of the annual meeting.
- B. The Board shall also meet to conduct business in the fall and the spring. These meetings will be held in Lewisburg or elsewhere as the Board may direct and the Board shall select the date of the meetings. The Secretary / Treasurer will notify all members of the times and places of the meetings.
- C. Special meetings of the general membership may be called by the Board, or upon the written request of ten or more members of the BEAA. These meetings will be held at the time and place fixed by the President. The Secretary / Treasurer shall send two weeks written notice of such special meetings to all members.

ARTICLE VII - COMMITTEES

- A. The Executive Committee shall be charged with the responsibility of setting the agenda for Board meetings and such other matters as referred to by the full Board. The Executive Committee is also authorized to act on behalf of the full Board between regularly scheduled meetings and in emergency situations.

- B. In addition to the Executive Committee there shall be created the following two standing committees of the Board for internal operations: Membership/Nominations, and Planning. The Vice President for Membership will chair the Membership and Nominations Committee. The Secretary / Treasurer will chair the Committee on Planning. Committees to manage the external affairs and relationships with the general alumni body and University at large will be formed as needed. These committees will remain in existence as long as deemed necessary to accomplish the goals and objectives of the Board.
- C. The President, in consultation with the Membership and Nominations Committee, shall appoint members to committees. The President shall also appoint committee chairs. Committee chairs may not serve more than two consecutive terms. The President shall be considered a member of all committees.
- D. The Membership and Nominations Committee shall be set at six members, with two rotating off each year, to be replaced by two new members. The charge of the Membership and Nominations Committee shall be to present a slate of candidates to be elected by the full Board to serve on the general membership of the Board, and to present a slate of candidates for officers for the Board who have demonstrated leadership skills and will provide continuity of leadership on the Board.
- E. The Planning Committee shall examine specific issues that have been identified as priorities for Board action and develop recommendations for addressing them. The Committee shall develop and update the BEAA's Long Range Strategic Plan. The Committee will also perform such other duties and functions charged to it by the President, Executive Committee or the full Board.
- F. In order to effectively carry out the mission of the Association, the following committees are also established: Career Development; Development; Admissions; ABET; and Outreach/Affinity. The committees will perform such duties and functions as charged to them by the President and Executive Committee. The President, in consultation with the Executive Committee, may establish other committees to conduct the work of the Association.

ARTICLE VIII - UNIVERSITY SUPPORT OF THE ASSOCIATION

- A. A strong, well-functioning Bucknell Engineering Alumni Association is of great importance to Bucknell. The University, therefore, shall provide reasonable and appropriate assistance to guide and support its activities. The principal staff of the College of Engineering, providing this guidance and support, are the Dean of Engineering, the Associate Dean(s) of Engineering, and the Volunteer Manager for Engineering. The Board will also draw on members of the Office of Alumni, Parents & Volunteers, and the Office of University Relations and other University resources as appropriate for guidance and support as appropriate.
- B. The Office of the Dean of Engineering, in conjunction with the Office of Alumni, Parents and Volunteers is the principal administrative unit responsible for guiding and supporting the Bucknell Engineering Alumni Association, and they are responsible for conceptualizing, planning, and implementing a comprehensive alumni outreach

program that promotes the growth and development of an informed, involved, and supportive alumni body.

ARTICLE IX - AMENDMENTS

- A. The By-Laws shall be amended by a two-thirds (2/3) vote of those present at any regular meeting of the Board of Directors. Upon such approvals, the Amendment shall take effect immediately, subject to an examination period by the entire Board membership (said Amendment hereinafter referred to as a "Provisional Amendment").
- B. A Provisional Amendment shall be communicated to all the members of the Board of Directors of the Bucknell Engineering Alumni Association for reaction and comments, as soon as practicable after the said regular Board meeting. Any objections to a Provisional Amendment must be made in writing and received by the Office of the Dean of Engineering within sixty (60) days of the date of mailing of such Provisional Amendment to the Board.
- C. At the next regular Board meeting, the President shall present any timely filed objections to a Provisional Amendment to the Board for its consideration. After having heard any such objections to a Provisional Amendment, the Board shall vote on the permanent enactment of the Provisional Amendment. A Provisional Amendment shall become permanent upon receiving a two-thirds (2/3) vote of the voting members present at such Board meeting. If a Provisional Amendment shall be deemed null and void retroactive to the prior Board meeting at which time the Provisional Amendment was enacted, such that the By-Laws shall be read as it existed immediately prior to the enactment of such Provisional Amendment.
- D. If no objections are received on a timely basis with respect to the Provisional Amendment, then the Provisional Amendment shall become a permanent amendment to the Bylaws effective as of the date of the regular meeting of the Board immediately following the enactment of the Provisional Amendment.
- E. The By-Laws, as amended, shall be filed in the office of the Dean of Engineering and available for inspection during normal business hours. They shall also be published on the BEAA web site.

CALENDAR OF IMPORTANT DATES
2011
Upcoming Programs & Events
Bucknell Engineering Alumni Association

February 20-26, 2011
National Engineers Week

February 25, 2011
BEAA Sponsored Career Networking Event

February 25-26, 2011
BEAA Board Meeting in conjunction with Engineers Week

June 2-5, 2011
Reunion Weekend

June 4, 2011
BEAA Board Meeting
BEAA Sponsored Event (i.e. Cocktails and Contraptions)

October 21-23, 2011
Homecoming Weekend

October 21-22, 2011
BEAA Board Meeting
BEAA Sponsored ENGR100 Event
DEAA Award

(All events at Bucknell unless otherwise noted.)

**CALENDAR OF IMPORTANT DATES
2012**

Upcoming Programs & Events
Bucknell Engineering Alumni Association

February 19-25, 2012

National Engineers Week

February 24, 2012

BEAA Sponsored Career Networking Event

February 24-25, 2012

BEAA Board Meeting in conjunction with Engineers Week

May 31-June 3, 2012

Reunion Weekend

June 2, 2012

BEAA Board Meeting

BEAA Sponsored Event (i.e. Cocktails and Contraptions)

October 25-28, 2012

Homecoming Weekend

October 26-27, 2012

BEAA Board Meeting

BEAA Sponsored ENGR100 Event

DEAA Award

(All events at Bucknell unless otherwise noted.)

OFFICER & COMMITTEE CHAIR
JOB DESCRIPTIONS

BOARD MEMBER BEAA BOARD OF DIRECTORS

Summary of Position: Board members of the Bucknell Engineering Alumni Association (BEAA) serve as an advocate for the BEAA and the College of Engineering programs. Primary responsibilities include attendance at the meetings of the BEAA each year and active participation on at least one working committee of the BEAA.

Working Relations With: The Board members work closely with the Executive Committee of the BEAA and the Chair of their working committee assignment.

Length of Commitment: 3 years (renewable for two additional terms (total of three full terms) upon approval and vote of the Board) and for the 0 to 5 years since graduation positions, terms are served for one three-year period.

Qualifications: Members must have graduated from Bucknell with a degree in engineering (undergraduate or graduate) or have been in good standing for at least two years in the undergraduate curriculum of the Engineering Departments of Bucknell University.

Specific Duties and Responsibilities:

- Commitment to Bucknell engineering education
- Attendance at two of the three annual meetings normally held at Bucknell
- Membership on at least one working committee within the BEAA
- Participation in the accepted student calling program
- Support of activities and events as sponsored by the BEAA and its working committees
- Contribute to the Engineering Fund in accordance with one's capability
- To promote volunteerism by developing among alumni an active and enduring interest in involvement in the affairs of the University
- Support mentoring and career development activities for students and alumni

EXECUTIVE COMMITTEE BEAA BOARD OF DIRECTORS

Summary of Committee Responsibilities: The Executive Committee of the Engineering Alumni Association Board of Directors is responsible for overseeing the long-range and short-term planning of the Board.

Working Relations With: College of Engineering Manager of External Relations and Office of Alumni Relations and Career Services representative.

Committee Composition: The officers of the Board, Chairs of committees and may include one additional member of the Board.

Specific Duties and Responsibilities:

- Attend planning meetings held two to three times per year, and ad hoc meetings or conference calls as needed
- Evaluate activity of Board in context of Board's Mission and Long Range Strategic Plan
- Assist in the review of the Operating Handbook as necessary
- Serve as a clearinghouse for new Board initiatives
- Coordinate the implementation of committee action plans under the Board's Long Range Strategic Plan
- Maintenance and update of Board's By Laws
- Assist in conceptualizing, planning, organizing and evaluating Board meetings

PRESIDENT BEAA BOARD OF DIRECTORS

Summary of Position: The President of the Bucknell Engineering Alumni Association (BEAA) Board of Directors serves as chief executive officer of the Association, providing leadership to ensure the effective planning and implementation of the Association's programs and projects. The President serves as chair of the Executive Committee.

Working Relations With: Dean of Engineering, Engineering Manager of External Relations, Board and Executive Committee members, and the Office of Alumni Relations and Career Services.

Length of Commitment: Two years

Qualifications: Commitment to Bucknell engineering education; strong leadership and planning skills; excellent interpersonal and communication skills; the ability to work effectively with university staff and volunteers, and the ability to handle confidential and sensitive personnel issues.

Specific Duties and Responsibilities:

- Serves as chief executive officer and spokesperson for the BEAA
- Provides leadership and direction to the Board
- Oversees all functions of the BEAA Board of Directors
- Chairs all meetings of the BEAA
- Chairs meetings of the Executive Committee and facilitates Executive Committee communications as needed
- Appoints committee chairs and general members to working committees
- Represents the BEAA at University functions
- Works closely with the College of Engineering to achieve unity of purpose and activity
- Performs such other duties and functions assigned by the full Board

SECRETARY / TREASURER BEAA BOARD OF DIRECTORS

Summary of Position: The Secretary / Treasurer of the Bucknell Engineering Alumni Association (BEAA) Board of Directors serves as a member of the Board's Executive Committee. Primary responsibilities include: maintaining documentation of the Board's activities; fulfilling the duties of the President when he/she is not available; and serving as Chair of the Planning Committee.

Working Relations With: The Secretary / Treasurer works closely with the Board President, the Vice-Presidents, and the Engineering Manager of External Relations.

Length of Commitment: Two years

Qualifications: Strong leadership and planning skills, excellent interpersonal and communication skills, and the ability to work well with University staff and volunteers.

Specific Duties and Responsibilities:

- Commitment to Bucknell engineering education
- Chairs BEAA meetings as needed in the absence of the President
- Conceptualizes, plans, and organizes all Board meetings in cooperation with the President
- Monitors Board meeting attendance
- Prepares and presents meeting minutes
- Normally serves as Chair of Planning Committee and is responsible for the BEAA Long Term Strategic Plan
- Maintains and updates the Board Manual and By-laws as necessary
- Advise the Board on all matters related to financial resource development and planning, and propose appropriate policies and standards to guide financial decision making
- Represents the BEAA at University functions in the absence of the President
- Performs other duties as may be assigned by the President or the Board of Directors

**VICE-PRESIDENT – ACTIVITIES
CHAIR, OFF-CAMPUS NETWORKING EVENTS
BEAA BOARD OF DIRECTORS**

Summary of Position: The Vice-President for Activities and the Chair of the Off-Campus Networking Events of the Bucknell Engineering Alumni Association (BEAA) Board of Directors serves as a member of the Board's Executive Committee. Primary responsibilities include: maintaining the BEAA's presence on the Web, planning and supporting the off-campus networking events, and facilitating interchange of information among the BEAA committees and Executive Board.

Working Relations With: The Vice-President works closely with the Board President, Board Secretary / Treasurer, Vice-President for Membership, Committee Chairs and the Engineering Manager of External Relations.

Length of Commitment: Two years

Qualifications: Superior planning and organizing skills; attention to detail, an understanding of information management; and the ability to work well with University staff and other volunteers.

Specific Duties and Responsibilities:

- Commitment to Bucknell engineering education
- To review and provide content for the BEAA web sites with support from the Engineering Manager of External Relations and the Engineering Student Bucknell Engineering Network and B-Link Peer Specialists
- To assist the Executive Committee and committees in providing information about their activities to the College and the University
- To work with committee chairs to assist in sharing and coordinating information about committee activities
- To provide feedback to the BEAA President and the Engineering Manager of External Relations on current vehicles for developing affinity of Engineering Alumni with the College of Engineering and Bucknell as a whole and offering suggestions, ideas and assistance for improvement of those programs
- To establish annual goals for the Off-Campus Networking committee to guide activities and ensure that they are consistent with the mission of the BEAA
- To help improve and strengthen the national network of Bucknell engineering alumni
- To increase the number of alumni networking events targeted at Engineering Alumni
- To propose student and alumni off-campus networking events to the Board
- Performs other duties as may be assigned by the President or the Board of **Directors**

VICE-PRESIDENT - MEMBERSHIP BEAA BOARD OF DIRECTORS

Summary of Vice President Position: The Vice-President for Membership of the Bucknell Engineering Alumni Association (BEAA) Board of Directors serves as a member of the Board's Executive Committee. Primary responsibilities include the planning for and implementation of the Board's membership and alumni award nominations process and Chair of the Membership and Nomination Committee.

Working Relations With: The Vice-President works closely with the Board President, Board Secretary / Treasurer; Vice-President for Activities, the Engineering Manager of External Relations, and the Office of Alumni Relations and Career Services.

Length of Commitment: Two years

Qualifications: Well defined interpersonal and organizational skills; the ability to handle confidential and sensitive personnel issues; and the ability to work well with University staff and other volunteers.

Specific Duties and Responsibilities:

- Commitment to Bucknell engineering education
- Normally chairs the Membership and Nominations Committee
- Coordinate and assist in the recruitment, retention and development of Board members
- Coordinate and present the slate of candidates to be elected by the full Board for general membership
- Assist in the selection of the distinguished engineering alumni award winners
- Coordinate and assist in organizing and implementing new member orientation
- Conduct calls to new Board members after first meeting
- Conduct exit interviews for retiring Board members
- Conduct year end calls for all Board members
- Performs other duties as may be assigned by the President or the Board of Directors

**CHAIR
ADMISSIONS COMMITTEE
BEAA BOARD OF DIRECTORS**

Summary of Chair Responsibilities: The Chair for the Admissions Committee of the Engineering Alumni Association Board of Directors serves as a member of the Board's Executive Committee. Primary responsibilities of the Chair are for the planning for and the implementation of the Board's Admissions activities in recruiting prospective engineering students.

Working Relations With: The Chair works closely with the Board President, Board Secretary / Treasurer, Board Vice-President for Activities, the Engineering Manager of External Relations and liaises with Admissions.

Length of Commitment: Two years

Qualifications: Superior planning and organizing skills; excellent interpersonal skills and communication skills; and the ability to work well with University staff and volunteers.

Summary of Committee Responsibilities: The Admissions Committee of the Engineering Alumni Association Board of Directors supports the work of the College of Engineering and the Office of Admissions in recruiting prospective engineering students.

Specific Duties and Responsibilities:

- To establish annual goals for committee to guide activities and ensure that they are consistent with the mission of the BEAA
- To assist the College of Engineering Manager of External Relations and the University's Office of Admissions in meeting their goals as they relate to prospective engineering students
- To help maintain and implement current and new admissions volunteer programs and opportunities for engineering alumni
- To help develop more effective communication to and with alumni concerning existing and new admissions volunteer programs
- To coordinate and evaluate the Board's Women in Engineering admissions program
- To increase alumni involvement by reaching out to contacts for participation in Admissions volunteer events
- To perform such other duties and functions assigned by the President, Executive Committee or the full Board

CHAIR
AFFINITY ON-CAMPUS EVENTS COMMITTEE
BEAA BOARD OF DIRECTORS

Summary of Chair Responsibilities: The Chair for the Affinity On-Campus Events Committee of the Engineering Alumni Association Board of Directors serves as a member of the Board's Executive Committee. Primary responsibilities of the Chair are the planning for and the implementation of the Board's On-Campus events and activities.

Working Relations With The Chair works closely with the Board President, Board Secretary / Treasurer, Board Vice-President for Activities, the Engineering Manager of External Relations and liaises with the Office of Alumni Relations and Career Services.

Length of Commitment: Two years

Qualifications: Superior planning and organizing skills; excellent interpersonal skills and communication skills; and the ability to work well with University staff and volunteers.

Summary of Committee Responsibilities: The Affinity On-Campus Events Committee of the Engineering Alumni Association Board of Directors serves as a catalyst to promote volunteerism among the Engineering Alumni body, to involve more Alumni around the country to participate in Alumni and Volunteer events and opportunities, and to increase visibility of the Engineering Alumni Association among engineering alumni and students.

Specific Duties and Responsibilities:

- To establish annual goals for committee to guide activities and ensure that they are consistent with the mission of the BEAA
- To provide feedback to the College of Engineering Manager of External Relations and to the Office of Alumni Relations and Career Services for developing affinity of Engineering Alumni with the College of Engineering and Bucknell as a whole and offering suggestions, ideas and assistance for improvement of those programs
- To help improve and strengthen the national network of Bucknell engineering alumni
- To increase the number of on-campus alumni events targeted at engineering alumni
- To increase involvement in alumni on-campus events by reaching out to contacts in the area to attend events
- To propose on-campus student and alumni events to the Board
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

CHAIR
AFFINITY OFF-CAMPUS TOURS COMMITTEE
BEAA BOARD OF DIRECTORS

Summary of Chair Responsibilities: The Chair for the Affinity Off-Campus Tours Committee of the Engineering Alumni Association Board of Directors serves as a member of the Board's Executive Committee. Primary responsibilities of the Chair are the planning for and the implementation of the Board's Off-Campus tour events.

Working Relations With The Chair works closely with the Board President, Board Secretary / Treasurer, Board Vice-President for Activities, the Engineering Manager of External Relations and liaises with the Office of Alumni Relations and Career Services.

Length of Commitment: Two years

Qualifications: Superior planning and organizing skills; excellent interpersonal skills and communication skills; and the ability to work well with University staff and volunteers.

Summary of Committee Responsibilities: The Affinity Off-Campus Tours Committee of the Engineering Alumni Association Board of Directors serves as a catalyst to promote volunteerism among the Engineering Alumni body, to involve more Alumni around the country to participate in Alumni and Volunteer events and opportunities, and to increase visibility of the Engineering Alumni Association among engineering alumni and students.

Specific Duties and Responsibilities:

- To establish annual goals for committee to guide activities and ensure that they are consistent with the mission of the BEAA
- To provide feedback to the College of Engineering Manager of External Relations and to the Office of Alumni Relations and Career Services on current vehicles for developing affinity of Engineering Alumni with the college of Engineering and Bucknell as a whole and offering suggestions, ideas and assistance for improvement of those programs
- To help improve and strengthen the national network of Bucknell engineering alumni
- To increase the number of off-campus tour events targeted at Engineering Alumni
- To increase involvement in off-campus tour events by reaching out to contacts in the area to plan for and attend events
- To propose student and alumni educational tour events to the Board
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

**CHAIR
CAREER DEVELOPMENT COMMITTEE
BEAA BOARD OF DIRECTORS**

Summary of Chair Responsibilities: The Chair for the Career Development Committee of the Engineering Alumni Association Board of Directors serves as a member of the Board's Executive Committee. Primary responsibilities of the Chair are the planning for and the implementation of the Board's Career Development activities.

Working Relations With: The Chair works closely with the Board President, Board Secretary / Treasurer, Board Vice-President for Activities, the Engineering Manager of External Relations and liaises with the Career Development Center and the Office of Alumni Relations and Career Services.

Length of Commitment: Two years

Qualifications: Superior planning and organizing skills; excellent interpersonal skills and communication skills; and the ability to work well with University staff and volunteers.

Summary of Committee Responsibilities: The Career Development Committee of the Engineering Alumni Association Board of Directors supports the work of the College of Engineering and the Office of Career Development in developing and implementing career programs (such as internships, volunteer position and full-time opportunities) and services for alumni and students. The committee's principal focus is to assist these offices in the development and maintenance of career programs and services for Bucknell students and alumni.

Specific Duties and Responsibilities:

- To establish annual goals for committee to guide activities and ensure that they are consistent with the mission of the BEAA
- To generally assist the College of Engineering's Manager of External Relations and the Office of Alumni Relations and Career Services in meeting their goals as they relate to Engineering alumni and students
- To provide feedback through the College of Engineering's Manager of External Relations to the Office of Alumni Relations and Career Services and on current career networking vehicles and offering suggestions, ideas and assistance for improvement of those programs and services
- To investigate, research, and make recommendations on new ways to provide career-networking services for students and alumni
- To help maintain and implement current and new career development programs for alumni and students with the Career Development Center
- To help build strong regional networks of alumni devoted to targeted segments or populations thereby increasing the likelihood of alumni career support
- To act as a liaison to and work together with the Bucknell staff, faculty, student body, parent group, Alumni Board and clubs in order to coordinate efforts in achieving the foregoing
- To help develop more effective communication to and with alumni concerning existing and new career development opportunities
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

**CHAIR
DEVELOPMENT COMMITTEE
BEAA BOARD OF DIRECTORS**

Summary of Chair Responsibilities: The Chair for the Development Committee of the Engineering Alumni Association Board of Directors serves as a member of the Board's Executive Committee. The Chair's primary responsibility is supporting the work of the College of Engineering Office of the Dean and the Office of Development in developing and implementing fund raising programs aimed at engineering alumni and students.

Working Relations With: The Chair works closely with the Board President, the Dean of Engineering, and the Engineering Manager of External Relations and liaises with the Offices of Development and Alumni Relations.

Length of Commitment: Two years

Qualifications: Superior planning and organizing skills; ability to handle confidential and sensitive issues, excellent interpersonal skills and communication skills; and the ability to work well with University staff and volunteers.

Summary of Committee Responsibilities: The Development Committee of the Engineering Alumni Association Board of Directors supports the work of the College of Engineering's Office of the Dean and Office of Development.

Specific Duties and Responsibilities:

- To establish annual goals for committee to guide activities and ensure that they are consistent with the mission of the BEAA
- Assists the Dean of Engineering and Development in meeting their goals as they relate to engineering alumni, students, and the Engineering Fund
- To generally assist the College of Engineering's Manager of External Relations and the University's Office of Development to help make Bucknell and specifically the College of Engineering relevant and important in the lives of alumni after graduation, so that alumni continue to feel loyal and connected to Bucknell and fellow alumni throughout their networking lives
- Provides feedback through the College of Engineering's Manager of External Relations to the Office of Development, on current fund raising vehicles and offering suggestions, ideas and assistance for improvement of those programs and services
- Acts as a liaison to and works together with the Bucknell staff, faculty, student body, parent group, Alumni Board and clubs in order to coordinate efforts in achieving the foregoing
- Assist the Director of the Annual Fund in the cultivation and solicitation of Alumni Board members to participate in annual giving.
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

**CHAIR
MEMBERSHIP & NOMINATIONS COMMITTEE
BEAA BOARD OF DIRECTORS**

Summary of Chair Responsibilities: The Chair of the Membership and Nominations Committee of the Engineering Alumni Association Board of Directors supports the work of the College of Engineering and the Office of Alumni Relations and Career Services in presenting a slate of candidates to be elected by the full Board to serve on the general membership of the Board; and to present a slate of candidates for officers for the Board who have demonstrated leadership skills and will provide continuity of leadership on the Board; and to present a slate of candidates to be elected by the full Board to receive the Distinguished Engineering Alumni Award.

Working Relations With: The Chair works closely with the Board President, Board Secretary / Treasurer, Board Vice-President for Activities, the Engineering Manager of External Relations and liaises with the Dean of Engineering and the Office of Alumni Relations and Career Services.

Length of Commitment: Two years

Summary of Committee Responsibilities: Committee members work with the Vice President Membership of the BEAA. Primary responsibilities of the committee include: the recruitment, retention, and development of Board members; the selection and development of Board officers; the contacting of new Board members to solicit feedback and determine interest; orientation and mentoring of new members.

Qualifications: Superior planning and organizing skills; excellent interpersonal skills and communication skills; and the ability to work well with University staff and volunteers.

Specific Duties and Responsibilities:

- To establish annual goals for committee to guide activities and ensure that they are consistent with the mission of the BEAA
- Assist in the recruitment, retention and development of Board members
- Conduct calls to new Board members after first meeting
- Conduct exit interviews for retiring Board members
- Conduct year-end calls for all Board members
- Assist in the selection of candidates to be elected by the full Board for general membership
- Assist in the selection of the slate of officers for the Association Board
- Assist in the selection of distinguished alumni award winners
- Implement new member orientation
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

**CHAIR
PLANNING COMMITTEE
BEAA BOARD OF DIRECTORS**

Summary of Chair Responsibilities: The Chair for the Planning Committee of the Engineering Alumni Association Board of Directors serves as a member of the Board's Executive Committee. Primary responsibilities of the Chair are the planning for and the implementation of the Board's long range planning activities.

Working Relations With: The Chair works closely with the Board President, the Dean of the College of Engineering, Board Vice-President for Activities, the Engineering Manager of External Relations and liaises with the Dean of Engineering and the Office of Alumni Relations and Career Services.

Length of Commitment: Two years

Qualifications: Superior planning and organizing skills; excellent interpersonal skills and communication skills; vision, ability to develop strategies and goals, and the ability to work well with University staff and volunteers.

Summary of Committee Responsibilities: The Planning Committee of the Engineering Alumni Association Board of Directors support the work of the College of Engineering and the Office of Alumni Relations and Career Services in examining specific issues that have been identified as priorities for Board action and develop recommendations for addressing them.

Specific Duties and Responsibilities:

- To establish annual goals for committee to guide activities and ensure that they are consistent with the mission of the BEAA
- Consults with the President of the BEAA and Dean of Engineering regarding goals of the BEAA
- Serves as a clearinghouse of new ideas, initiatives and programs
- Oversees annual maintenance and updating of Board's By Laws
- Oversees annual maintenance and production of the BEAA Board Manual
- Develops and updates the BEAA's Long Range Strategic Plan
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

ABET COMMITTEE (INACTIVE) BEAA BOARD OF DIRECTORS

Summary of Committee Responsibilities: The ABET Committee of the Engineering Alumni Association Board of Directors serves as a vehicle for engaging the Engineering Alumni in the ABET accreditation process.

Working Relations With: Dean of Engineering, the Engineering Manager of External Relations and Chairs of the Engineering programs.

Summary of Committee Responsibilities: The ABET Committee of the Engineering Alumni Association Board of Directors supports the work of the College in the ABET accreditation process. *The committee is currently inactive, but may be activated in the future for ABET reviews.*

Specific Duties and Responsibilities:

- To establish annual goals for committee to guide activities and ensure that they are consistent with the mission of the BEAA
- To review and critique feedback programs and mechanisms aimed at engineering alumni
- To provide feedback on current vehicles for developing affinity of Engineering Alumni with the College of Engineering and Bucknell as a whole and offering suggestions, ideas and assistance for improvement of those programs
- To develop and implement programs for gathering input from Engineering Alumni concerning the engineering programs
- To promote participation by reaching out to contacts in the area to attend university sponsored events
- To provide such assistance and industry perspective in support of the ABET process
- To perform such other duties and functions assigned by the President, Executive Committee or the full Board