

Bucknell Engineering Alumni Association



**Board of Directors
Operating Handbook
Updated: June 2017**

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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 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.

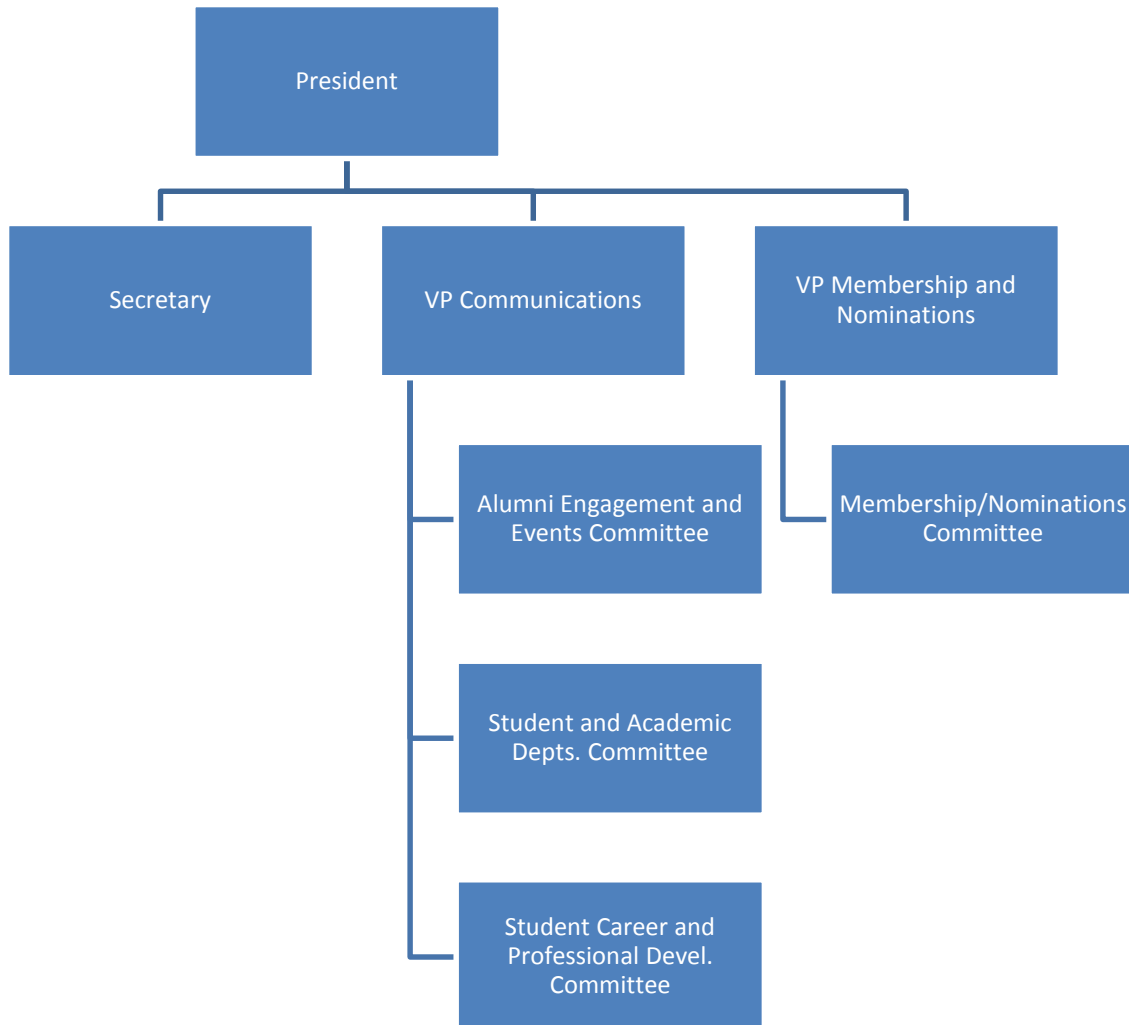
EXPECTATIONS OF BOARD MEMBERS

- 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 actively participate in meetings of the BEAA Board of Directors
- Serve and actively participate on assigned committees
- Contribute to the Engineering Fund and Transformative Engineering Education Endowment (TE3) 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

Updated Feb 2017



BY-LAWS
OF BUCKNELL ENGINEERING ALUMNI ASSOCIATION

Provisional Amendment -- June 3, 2017

ARTICLE I - NAME

The name of the organization is the “Bucknell Engineering Alumni Association”. It will hereinafter be referred to simply as the “BEAA”.

ARTICLE II - PURPOSE

The mission of the Bucknell Engineering Alumni Association is to promote the general wellbeing of the College of Engineering of Bucknell University.

ARTICLE III - MEMBERSHIP

Members of BEAA will be:

- A. those who have received engineering degrees from Bucknell University,
- B. individuals who will 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
- 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 of the BEAA (the “Board”), which is representative of the Bucknell engineering alumni body, was created to manage the affairs of the Bucknell Engineering Alumni Association. The Board shall arrange for all meetings and events of the general membership of BEAA. The Board will have the power to make all rules for its own regulation not inconsistent with these By-laws.

B. -- Composition and Procedures

1. The Board will consist of a maximum of 51 members (each a “Director”) comprising:
 - a. no more than 30 members (each a “General Member”) who will be elected by Directors; and
 - b. no more than six members (each a “Recent Graduate Member”) who, at the time of their elections to the Board, graduated within the prior five years and who will be elected by Directors; and
 - c. no more than fourteen undergraduate Bucknell engineering student members (each a “Student Member”), selected as described in Paragraph 5 below; and
 - d. the Dean of Engineering of Bucknell University, *ex officio*.

At no time will the number of General Members and Recent Graduate Members be less than 27 and number of Student Members be less than seven, unless approved by a 2/3 vote of the Board.

2. General Members, Recent Graduate Members, and the Dean of Engineering are “Voting Members” and entitled to vote. The role of the Student Members is advisory. Student Members are not entitled to vote.
3. In considering individuals for Board service, attention should be given to attracting the most qualified people, with appropriate consideration given to interest; service to Bucknell, the College of Engineering, and the profession; support of Bucknell, financial and otherwise; class year and discipline; and diversity.
4. Terms of service for Voting Members are as follows:
 - a. The term for General Members will be three years. General Members may stand for re-election for additional terms upon nomination by the Membership and Nominations Committee. Directors will be eligible to serve no more than three consecutive full terms.
 - b. The term for Recent Graduate Members will be one, three year term. At the end of the three year term, a Recent Graduate Member may stand for election to the Board as a General Member if nominated by the Membership and Nominations Committee.
 - c. All Voting Members are expected to attend all Board meetings.

The Executive Committee of the Board shall review attendance of Voting Members and may remove from the Board any Voting Members who have been absent for two of the three yearly meetings of the Board.
5. Student Members:
 - a. The Student Members of the Board of Directors will comprise:

One undergraduate Bucknell engineering student from each of the following eleven student engineering organizations, whose members shall be responsible for electing their Student Member representatives on the Board:

1. ACM,
 2. AICHE,
 3. ASCE,
 4. IEEE,
 5. ASME,
 6. BMES,
 7. NSBE,
 8. SWE,
 9. SHPE, 10. Tau Beta Pi, and 11. Chi Epsilon.
- b. The term of each Student Member is one academic year. Student Members may serve no more than three terms and may represent different student engineering organizations in successive terms. Student Members may not represent more than one student engineering organization in any term. Each Student Member must be a member of the sophomore, junior or senior class in the academic year of each Board term.
- Student Members' attendance is expected at the fall and winter meetings each academic year. The Executive Committee shall review the membership of both the Student Members and the student engineering organizations represented by the Student Members and, if a Student Member fails to attend both the fall and winter meetings in an academic year or otherwise appropriate, may request a student engineering organization to select another representative to serve as a Student Member or remove a student engineering organization from those entitled to selection of a Student Member. The Dean of Engineering may nominate a student engineering organization to be entitled to representation by a Student Member of the Board, such nominations to be approved by the President without an amendment to these By-laws.
- c. Student Members will 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 may be called by the Board should the need arise and may be held at the time and place fixed by the President.
7. A quorum of the Board will exist if a simple majority of Voting Members is present. Business will be conducted by a majority of the Voting Members present and voting.

ARTICLE V – OFFICERS; EXECUTIVE COMMITTEE

- A. The Board shall elect Officers from a slate submitted by the Membership and Nominations Committee. Nominations also may be made from the floor. The Officers will include the President, Secretary, Vice President for Membership and Nominations, and Vice President for Communications.
- B. The Executive Committee will comprise the Officers and Committee

Chairs of the Board. The President may also appoint no more than three Members-at-Large to the Executive Committee. Terms of office of Executive Committee members are two years.

- C. A Director who is elected or appointed to a term on the Executive Committee that is longer than the Director's remaining term on the Board will have his or her term on the Board of Directors extended. The extension will be for the length of the service as a member of the Executive Committee.
- D. If any Officer is unable to complete his or her term, then a special election for his or her replacement shall be held from a slate submitted by the Membership and Nominations Committee at the next regularly scheduled Board meeting.
- E. The Officers will be eligible to serve no more than two consecutive terms in each office.
- F. 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 or she will be an ex-officio member of all committees. In the absence of the President, the Secretary shall chair meetings of the Board. The President serves as chief executive officer of the BEAA, providing leadership to ensure the effective planning and implementation of the BEAA's programs and projects.
- G. The Secretary shall maintain documentation of the Board's activities and fulfill the duties of the President when he or she is not available.
- H. The Vice President for Membership and Nominations 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.
- I. The Vice President for Communications 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.
- J. The Secretary and Vice-Presidents will 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 Board 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. The Secretary shall notify all Directors of the annual meeting by electronic communication.
- B. The Board also shall 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 dates of the meetings. The Secretary shall notify all Directors of the times and places of the meetings.

- C. Special meetings of the Board may be called by the Board, or called upon the written request of ten or more members of the Board. These meetings will be held at the time and place fixed by the President. The Secretary shall send two weeks written notice of such special meetings to all Directors.

ARTICLE VII - COMMITTEES

- A. The Executive Committee shall set the agenda for Board meetings and shall perform such other functions as requested 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, a standing committee of the Board for Membership and Nominations shall be established. The Vice President for Membership and Nominations will chair the Membership and Nominations Committee. Committees to manage the external affairs and relationships with the general alumni body and University at large (“Working Committees”) will be formed as needed. These Working 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 Vice President of Membership and Nominations shall appoint Directors to committees. The President shall also appoint committee chairs. Committee chairs may not serve more than two consecutive terms. The President is an *ex officio* member of all committees.
- D. The Membership and Nominations Committee will have six members, with two rotating off each year, to be replaced by two new members. The Membership and Nominations Committee shall present a slate of candidates to be elected by the full Board to serve as Voting Members of the Board, and shall 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. In order to effectively carry out the mission of the Association, the following Working Committees are also established: Student Career and Professional Development; Alumni Engagement and Events; and Student and Academic Departments. The Working Committees shall 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 Working Committees to conduct the work of the Association and may amend the names and responsibilities of the Working Committees established herein without amendment of these By-laws.

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, has agreed to 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 External Relations Manager for Engineering. The Board will also draw on members of the Office of Development and Alumni Relations, the Career Development Center, the Division of Communications and other University resources for guidance and support as appropriate.
- B. The Office of the Dean of Engineering, in conjunction with the Office of Development and Alumni Relations, is the principal administrative unit responsible for guiding and supporting the Bucknell Engineering Alumni Association, and it is responsible for conceptualizing, planning, and implementing a comprehensive alumni outreach program that promotes the growth and development of an informed, involved, and supportive engineering alumni body.

ARTICLE IX - AMENDMENTS

- A. The By-Laws may 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 Voting Members 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 does not receive such two-thirds vote, it shall be deemed null and void retroactive to the prior Board meeting at which the Provisional Amendment was enacted, such that the By-laws shall be read as they 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 By-laws 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

Bucknell Engineering Alumni Association

Fall Meeting of the BEAA Board of Directors

Homecoming Weekend

BEAA Sponsored ENGR100 Event held Friday afternoon

BEAA Board Meeting from noon on Friday through Saturday early afternoon

College of Engineering Dinner Celebration

DEAA Award

Jr-Sr Induction into the BEAA

Winter Meeting of the BEAA Board of Directors

National Engineers Week

BEAA Sponsored Career Networking Event held Friday afternoon

BEAA Board Meeting in conjunction with Engineers Week from noon on Friday through Saturday early afternoon

Summer Meeting of the BEAA Board of Directors

Reunion Weekend

BEAA Board Meeting held Saturday morning through early afternoon

(All events at Bucknell unless otherwise noted.)

OFFICER & COMMITTEE
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 recent alumni member (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
- Participation on at least one working committee within the BEAA. Participation is required during the on-campus board meetings and between meetings through conference calls and electronic communications.
- Support of activities and events as sponsored by the BEAA and its working committees
- Contribute to the Engineering Fund and the BEAA Transformation Engineering Education Endowment (TE3) 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 Career Development Center representative, Dean of the College of Engineering.

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
- 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
- Maintenance and update of Board's By-laws as needed
- 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.

Length of Commitment: Two years – renewable for a 2nd two-year term

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 BEAA BOARD OF DIRECTORS

Summary of Position: The Secretary 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 and fulfilling the duties of the President when he/she is not available.

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

Length of Commitment: Two years – renewable for a 2nd two-year term

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
- Maintains and updates the Board Manual and By-laws as necessary
- 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 – COMMUNICATIONS

Summary of Position: The Vice-President for Communications of the Bucknell Engineering Alumni Association (BEAA) Board of Directors serves as a member of the Board's Executive Committee. Primary responsibilities include: assisting in maintaining the BEAA's presence on the Web 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, Vice-President for Membership and Nominations, Committee Chairs and the Engineering Manager of External Relations.

Length of Commitment: Two years – renewable for a 2nd two-year term

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
- 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
- Coordinate and manage the BEAA's survey of alumni approximately every two years to refresh database of alumni willing to volunteer or provide support to Bucknell University and the College of Engineering
- Performs other duties as may be assigned by the President or the Board of Directors

**VICE-PRESIDENT -- MEMBERSHIP AND NOMINATIONS
MEMBERSHIP AND NOMINATIONS COMMITTEE
BEAA BOARD OF DIRECTORS**

Summary of Chair Responsibilities: The Vice President 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 Vice President works closely with the Board President, Board Secretary, Board Vice-President for Communications, the Engineering Manager of External Relations and liaises with the Dean of Engineering.

Length of Commitment: Two years – renewable for a 2nd two-year term

Summary of Committee Responsibilities: Committee members work with the Vice President Membership and Nominations 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 Board
- Assist in the selection of Distinguished Engineering Alumni Award winners
- Implement new member orientation
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

ALUMNI ENGAGEMENT & EVENTS COMMITTEE BEAA BOARD OF DIRECTORS

Summary of Chair Responsibilities: The Chair for the Alumni Engagement and 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 and Off-Campus alumni and student events.

Working Relations With: The Chair works closely with the Board President, Board Secretary, Board Vice-President for Communications, and the Engineering Manager of External Relations.

Length of Commitment: Two years – renewable for a 2nd two-year term

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 Alumni Engagement & 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 in events and opportunities, and to increase visibility of the Engineering Alumni Association among engineering alumni, faculty, and students.

Specific Duties and Responsibilities:

- To establish and meet annual goals for the committee and ensure that they are consistent with the mission of the BEAA
- To plan off-campus events targeted at Engineering Alumni. This includes reaching out to contacts in the event vicinity to help with planning and encourage attendance
- To propose student and alumni educational tour events to the Board
- To provide recommendations and actionable inputs to the College of Engineering Manager of External Relations for tours and other events.
- To support the engineering student societies in planning educational events connecting alumni and students.
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

WHY:

- Strengthen the network of Engineering Alumni around the country and support engagement with current engineering students
- Increase alumni involvement in off-campus events
- Strengthen the affinity of Engineering Alumni with the College of Engineering and Bucknell as a whole

EXAMPLES: Engineering+ event in NNJ, Corning event in NY

STUDENT & ACADEMIC DEPARTMENTS COMMITTEE BEAA BOARD OF DIRECTORS

Summary of Chair Responsibilities: The Chair for the Student & Academic Departments 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 support for faculty and students in the academic area.

Working Relations With: The Chair works closely with the Board President, Board Secretary, Board Vice-President for Communications, and the Engineering Manager of External Relations.

Length of Commitment: Two years – renewable for a 2nd two-year term

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 Student & Academic Departments Committee of the Engineering Alumni Association Board of Directors serves as a catalyst to promote volunteerism among the Engineering Alumni body to support and improve connections between the engineering alumni and the college academic departments, its students, and its faculty.

Specific Duties and Responsibilities:

- To establish annual goals for the committee to guide communications and ensure that they are consistent with the mission of the BEAA
- Works closely with the BEAA student board members and the faculty liaisons on learning ways alumni could support their activities or programs
- To increase involvement of our alumni to support faculty and student educational programs through a connection between the committee and the department's faculty liaison at least once between meeting of the BEAA Board
- Sponsor an alumni speaker series by working with student societies to develop topic areas of interest. Committee members contact alumni who have volunteered in this topic area to determine/develop a short list of qualified speakers for the student societies to select a speaker either once an academic year or semester.
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

WHY:

- Strengthen the network of Engineering Alumni around the country and support engagement with current engineering students and academic departments
- Strengthen the affinity of Engineering Alumni with the College of Engineering and Bucknell as a whole

EXAMPLES: BEAA & Student Society Speaker event, Improve BEAA connections to departments and students by a member of committee assigned to each department & student society.

STUDENT CAREER & PROFESSIONAL DEVELOPMENT COMMITTEE BEAA BOARD OF DIRECTORS

Summary of Chair Responsibilities: The Chair for the Student Career & Professional 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 Student Career & Professional Development Committee communications.

Working Relations With: The Chair works closely with the Board President, Board Secretary, Board Vice-President for Communications, the Engineering Manager of External Relations and with the Career Development Center.

Length of Commitment: Two years – renewable for a 2nd two-year term

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 Student Career & Professional Development Committee of the Engineering Alumni Association Board of Directors supports the work of the College of Engineering and the Career Development Center in developing and implementing career programs (such as internships, externships, and full-time opportunities), events (such as the Engineering Career Network Event) and services for alumni and students.

Specific Duties and Responsibilities:

- To establish annual goals for the committee to guide communications 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 Career Development Center in meeting their goals as they relate to Engineering alumni and students
- To sponsor annual student career and professional development events connecting alumni with students to discuss career paths, career trends and, at times, potential job opportunities within their company
- To investigate, research, and make recommendations on new ways to provide career-networking services for students and alumni
- To sponsor opportunities that may foster informal mentoring relationships between alumni and students
- Performs such other duties and functions assigned by the President, Executive Committee or the full Board

WHY:

- Strengthen the network of Engineering Alumni around the country and support engagement with current engineering students
- Increase alumni involvement in on and off-campus student career events
- Strengthen the affinity of Engineering Alumni with the College of Engineering and Bucknell as a whole

EXAMPLES: Connections for Engineers Event, Engineering Career Network Event