

Advisory Alum Board Guiding Document

Louisville Presbyterian Theological Seminary

1. Purpose of the Alum Board

The Alum Board serves as a vital link between Louisville Presbyterian Theological Seminary (LPTS) and its alum community. This board provides strategic advisory guidance to the Alum Engagement Associate on alum relations, outreach, contributing to the Seminary's broader goals of alum involvement, institutional growth, ecumenical community building, and fundraising activities. Members will offer experience-based insight to the benefit of LPTS Alums worldwide, as well as the Seminary's current student body.

2. Structure and Appointment Process

- **Appointments:**

The Alum Board Chairperson and the LPTS Advancement team will collaborate to recommend appointments to the board, with final approval resting with the currently serving Alum Board members. Appointment suggestions will be given during our December meeting, with an approval goal of April 1st, and invitations to be sent to new members on May 1st.

- **Term of Service:**

- Members will serve a **2-year term**, with the option to serve **2 consecutive terms** (total of 4 years).
- The Alum Engagement Associate will appoint the Chairperson from existing members who have served one full term.

- **Ad-hoc Projects:**

- Alum Board members are expected to participate in **at least one ad-hoc project** per year or **two ad-hoc projects per term of service**.
- Alum Board members may participate in meetings on an ad-hoc basis as needed to accomplish items and tasks.
- The LPTS Advancement Team will encourage, support, and guide Alum Board involvement.

3. Ad-hoc Committees

Ad-hoc committees may be established for specific projects or needs that arise throughout the year. These committees will focus on key initiatives such as:

- **Alum Events (Reunion and Awards)**
- **Outreach, Recruitment, and Student Engagement**
- **Fundraising and Development**

Alum Board members may be asked to serve on an ad-hoc committee as part of their annual participation requirement. The frequency and duration of these meetings may vary, depending on the committee's specific objectives.

4. Meeting Structure

The Alum Board will meet quarterly and as needed for ad-hoc projects.

- **Quarterly Meetings:**

The board will hold quarterly meetings to address broader issues relevant to alum engagement, outreach, and fundraising. Meeting dates will be determined by polling on an ongoing basis to ensure maximum attendance.

- **In-Person Meeting:**

- **The Alum Reunion** is the most important of our quarterly meetings and will be held in conjunction with Mosaic Symposium (*The Mosaic Symposium is a two-day, in-person intensive at Louisville Seminary, fostering community through shared meals, artistic experiences, and theological reflection across all degree programs*). While online participation will be available for those unable to travel from out of state, we strongly encourage Alum Board members who are able to do so to attend in person. **Please also note that attendance at the Alum Reunion meeting is required for all board members.**

- **Virtual Meetings:**

Three additional annual meetings will take place virtually in December, February, and May (time frames subject to change based on board polling). Meetings will last approximately one hour. These meetings serve as key touchpoints for gathering input, suggestions, comments, and involvement from the Alum Board.

5. Participation Requirements

Active participation is essential for the success of the Alum Board. The following is expected of members:

- **Attendance:**
 - Attend a **minimum of 2 of the 4 quarterly meetings, one of these being our Alum Reunion Meeting**. If an Alum Board member is unable to attend the Alum Reunion in person due to costs of travel, they will have the option to join that meeting remotely over Zoom to fulfill their attendance requirement.
- **Event Support:**
 - Members will assist with **one event per year, or two events per term of service**.
- **Giving:**
 - We are seeking 100% participation in annual fund giving by the Alum Board for each fiscal year. There is no minimum gift amount, but full participation by the Alum Board is expected.

6. Alum Engagement Associate Role

The Alum Engagement Associate will work in close collaboration with the Chairperson, providing support to the Alum Board. They will:

- Act as a **thought partner** to the Chairperson and the Board.
- **Assist in goal setting** and project planning for alum engagement and initiatives.
- **Ensure clear communication** between the Advancement team, Chairperson, and Alum Board members

7. Chairperson Role

The Chairperson will be a key leader on the Alum Board, guiding discussions, overseeing projects, and working closely with the Alum Engagement Associate. The Chairperson will also act as the Alum Association representative to the Louisville Seminary Board of Trustees. After serving one term, the Alum Engagement Associate will select a new Chairperson from existing board members to serve another term as Chairperson, and the newly elected Chairperson will be confirmed during the Alum Reunion.

8. Board Transition Process

The Alum Board will transition smoothly between terms, ensuring continuity of leadership and projects. Outgoing members will assist in onboarding new members. In collaboration with the Alum Engagement Associate, the Chairperson will play a crucial role in maintaining institutional knowledge and ensuring the completion of ongoing projects.

9. Proposed Specific Project Goals for Alum Board Members

The following are proposed project goals for the Alum Board:

1. Assist in suggestions the events of the Alum Reunion and Alum Awards.
2. Assist in gathering nominations and biographical information for the Alum Awards.
3. In their networking capacity, contact at least two LPTS alum to invite them to the following:
 - a. Invite them to participate in any LPTS alum event.
 - b. Connect them with current LPTS students to interact with those students at any event or formally arranged conversation.
4. Identify at least two alums to take part in one of LPTS's Lifelong Learning events.
5. Ensure that each alum contacted is aware of specific giving opportunities to LPTS during the academic year.
6. Seek 100% annual fund participation by the Alum Board for each fiscal year. There is no minimum gift amount, but full participation is expected.
7. Assist in devising brief survey questions, seeking to learn what LPTS alum most value, need, or want from their ongoing relationship with LPTS.