



Department of Management Recent Alumni Board Charter

The mission of the Department of Management Recent Alumni Board is to support the long-term success of Department of Management students through our experiences in the classroom, internships, and early stages of our careers. The Board will make every effort to sustain the Department of Management as a world-class institution and to ensure Management majors, the department, faculty, and alumni have the tools necessary for a fulfilling career.

Purpose

The Recent Alumni Board (“the Board” or “RAB”) has been formed to provide a structured environment for the exchange of ideas with our recent alumni and up-and-coming industry leaders. Deliverables generated from (5) established subcommittees – Mentorship, Alumni Engagement, Career Development, Faculty Partnership, MAB Liaison – will ensure Management students achieve a stimulating, experiential, and connective learning environment that gives students the knowledge, tools, and experiences they need to build successful post-graduate careers.

Specific functions of the Advisory Board’s subcommittees are as follows:

- Mentorship - Foster meaningful relationships between RAB (or other Management / Pamplin Alumni) and current Management students that will help mentees explore and identify career aspirations by focusing on community building, leadership development, and shared learning.
- Alumni Engagement - Connect alumni to undergraduate students in a meaningful way to support and assist our students. Host webinar and alumni panels to showcase our alumni and foster engagement amongst our students.
- Career Development - Empower and equip students with information, resources, and guidance on their jumpstart to their career.
- Faculty Partnership - Work in tandem with faculty to equip students with opportunities to elevate their skillbase through their curriculum and syllabi.
- MAB Liaison - Actively engage with Management Advisory Board members to ensure continuity of efforts and aligned strategic direction of Department initiatives through cross collaboration.

Executive Committee

The Executive Committee of the Advisory Board shall include the Chairperson, Vice Chairperson, Secretary, and Member-at-Large.

The Advisory Board Chairperson shall be appointed by the Department of Management Head and serve a (2) year term, commencing with the January meeting. The former Board Chairperson will serve (1) year following their respective term as an advisor to the new Chairperson.

The Executive Committee will be appointed by the Board Chairperson and the Department Head for a (2) year term. Each Executive Committee member, excluding the Chairperson, will lead (1) of the (5) permanent subcommittees. In addition, each will serve as an advisor for (1) year following their respective term.

The Department Head and Chairperson may form specific task forces and committees as deemed necessary and beneficial to the Recent Alumni Board priorities.

Meetings

The Board will meet monthly via conference call. The date and time of the meetings will be called by the Advisory Board Chairperson, in consultation with the Department Head, and will be communicated via email at least (2) weeks in advance. Meeting agendas will be developed by the Chairperson and Department Head and distributed, along with appropriate briefing materials, in advance of meetings.

In addition, we will hold at least (1) annual meeting on campus that will take place during the fall or spring semester.

Special meetings or committee calls may be called by the Chairperson in consultation with the Department Head.

The Head of the Department of Management should provide quarterly updates to the RAB about Department of Management and MAB ongoings.

Membership

Appointments to the Advisory Board will be by the Department of Management Head, in consultation with the Executive Committee. Members will serve an initial term of (2) years. Reappointment for additional term(s) on a yearly basis, presuming the members wishes to continue serving, will be at the discretion of the Executive Committee and Department Head. Resignations from the Board shall be submitted to the Department of Management Head. Before a member is appointed to the RAB, they should be made aware of obligations and time commitments. Members can be dismissed at the discretion of the Department Head and Executive Committee at any time.

Responsibilities

- Regular attendance at Board meetings. 3 unexcused absences and unlimited excused absences. If there are any issues with absences the Board Chairperson should reach out to track how the member is doing and if they can keep up with their responsibilities.
- Active participation in the activities of the Board. Participation is expected in at least one standing committee or task forces that are established to support Board activities.
- Pay all expenses associated with Board participation - \$50 yearly.
- 100% participation in annual personal giving. Gifts are to be unrestricted for the Department of Management Excellence Fund or may be designated for a specific purpose in the Department of Management.

Adopted: November 18, 2021