STEVEN'S INSTITUTE OF TECHNOLOGY

CHARTER OF THE ALUMNI AND DEVELOPMENT COMMITTEE
Adopted August 15, 2012

Background: The Alumni and Development Committee (the “Committee”) is a committee of the Board of Trustees (the “Board”) of The Trustees of the Stevens Institute of Technology, a New Jersey nonprofit corporation (the “Institute”). This charter of the Committee (the “Charter”) replaces and supersedes in its entirety all prior charters of this Committee or, to the extent applicable, the charters of the previously constituted Alumni Committee or the Enrollment and Advancement Committee.

Purpose: The purpose of the Committee with regard to alumni affairs is to provide a mechanism for the Board to be regularly informed of issues of importance to the Institute’s alumni and to promote communications and relationship building among the Board, the alumni and the Alumni Association for the benefit of the Institute.

The purpose of the Committee with regard to development activities is to assist the Board in overseeing all efforts related to advancing the Institute, such as university community building and development of relationships to maximize voluntary philanthropic support and fundraising. The Committee will work to provide support and direction to the Office of Development in its efforts to develop a strong life-long connection between the Institute and its students, alumni and friends.

Membership: The Committee shall be comprised of at least five (5) Trustees and two (2) faculty participants. The President shall be an “ex officio” non-voting member of the Committee.

Trustee members shall be appointed annually by the Board and one Trustee member shall be designated by the Board to be Chairperson. The President of the Alumni Association shall be one of the Trustee members.

The two (2) faculty participants shall be selected in accordance with established Board procedures in effect at the time of their selection.

Meetings: The Committee shall meet at least four times during the academic year. Additional meetings may be called by the Chairperson. Committee members may participate in meetings telephonically or by any other electronic means which allows all persons participating in the meeting to hear each other and participate in the meetings. At the request of any voting member, the Committee can meet in executive session excluding all except voting members.
**Reporting:** The Chairperson shall report advice or findings of the Committee at meetings of the Board of Trustees, as necessary, and on other additional occasions as deemed appropriate by the Chairperson. The Chairperson shall arrange for written minutes to be taken of each Committee meeting and such minutes, following approval by the Committee, shall be forwarded to the Office of the Secretary for maintenance in the files of that office.

**Subcommittees:** The Chairperson, upon notice to the full Committee, may form subcommittees and delegate responsibilities to such subcommittees, from time to time, as the Committee deems appropriate. The Chairperson shall ensure that each subcommittee reports to the full Committee on its activities.

**Duties and Responsibilities:** In addition to the other duties and responsibilities set forth in this Charter, the Committee shall:

1. Discuss and recommend ways and means to achieve increased affinity of alumni to the Institute.

2. Serve as a resource to the President, administration and Alumni Association on matters that relate to outreach and communication with alumni.

3. Encourage the development of an active communications process to consider the opinions and views of the alumni.

4. Identify issues of concern or interest to alumni.

5. Ensure that the alumni have access to accurate and timely information on the Institute’s programs and initiatives in order to promote active advocacy among the alumni body at large.

6. Encourage philanthropic support for the Institute amongst alumni and friends and improve donor participation by alumni and friends.

7. Review and approve goals and objectives of the Institute relative to its public perception, community building and fundraising initiatives.

8. Assess the internal and external environment for community building and maintain an understanding of the latest communication and outreach methods available.

9. Ensure that Committee members are informed and compelling advocates for the Institute’s current priorities and objectives.

10. Facilitate entrée to corporate or foundation funding sources.

11. Assist the President and senior development staff in the solicitation of select individual or corporate philanthropy.

12. Review, provide input on and support capital campaigns and related fundraising activities.
13. Advising the Institute on gift and other policies as they relate to ongoing development and alumni affairs.

14. Make recommendations and report to the Board on any Committee activities as deemed appropriate.

Evaluation: At least once every two years, the Committee will review and evaluate its performance of its responsibilities provided for under this Charter and report to the Nominating and Corporate Governance Committee of the Board. The Committee also shall review and reassess this Charter on an annual basis and recommend any proposed changes to the Board. Any changes shall become effective following approval of the Board.