SAA Class Leadership
And
BOT Young Alumni
Orientation

As of March 23, 2017
The Stevens Alumni Association (SAA) is formed to establish, maintain, and cultivate among its members a sentiment of regard for one another and of attachment to Stevens Institute of Technology, and to promote in every way the interests of the institute.

The Stevens Board of Trustees (BOT) is responsible for overseeing the financial, administrative and academic affairs of Stevens. The Board is comprised of men and women who are accomplished professionals, business executives and educators, several of whom sit on the boards of leading corporations, international organizations and non-profits.
Leadership Structure

Stevens Institute of Technology

- The Board of Trustees
- University Management

Stevens Alumni Association

- SAA Board of Trustees
- Executive Committee
- Council
- Active Members

1 - The Young Alumni Trustee is a voting member of this group
2 - The Class SAA Council Representative is a voting member of this group
3 - All Class representatives are voting members of this group

Note: While this diagram shows the current organizational structure, there may be structural changes within the next year.
SAA and BOT

There leadership roles on the SAA and BOT are closely tied. In fact, there are five (5) positions on the BOT reserved specifically for members of the SAA:

- SAA President
- 2 Alumni Trustees
- 2 Young Alumni Trustees

Although additional positions may be held by alumni, at least five (5) are required to be held by alumni.

Alumni Trustees are expected to remain in contact with the SAA, as well as other alumni in order to properly represent alumni community.
SAA and BOT General Expectations

PRIDE – *Show your Stevens spirit!*
- Share information about Stevens with your classmates
- Promote alumni events and activities
- Wear your Stevens gear and share photos

PARTICIPATION – *Get involved!*
- Attend and drive participation at alumni events
- Assist in planning class reunions
- Submit updates for the Class Logs in the *Indicator*

PHILANTHROPY – *Give back every year!*
- Participate in annual giving
- Encourage classmates to contribute regularly
- Understand and share the importance of alumni giving
CLASS OFFICERS
SAA CLASS LEADERSHIP TEAM

Each Undergraduate Alumni Class traditionally has four class officers: President, Vice President, Secretary, Fund Captain.

General Terms:

• One of the officers will serve as the Class Representative to the SAA Council, attending and voting at the SAA Council meetings. (An Alternate Representative may be selected, whose vote will count in the absence of the regular Class Representative.)

• Each position is elected to a five (5) year term

• The term starts in the year prior to a milestone reunion year (e.g. prior to 5th, 10th ... 30th etc.)

• Working as a team, the officers must exhibit enthusiasm and commitment.
SPECIFIC ROLES FOR SAA OFFICERS

PRESIDENT
• Take the lead in setting class objectives
• Collaborate with other class officers and the Alumni Office to establish regular contacts with classmates
• During a reunion year, partner with the Alumni Office to organize a Reunion Committee

VICE PRESIDENT
• Serve as your class’s SAA Council Representative
• Assume activities assigned by the President
• In the absence of a President, exercise the responsibilities of that position
SPECIFIC ROLES FOR SAA OFFICERS

SECRETARY
• Solicit and submit class news to Alumni Office and to the Indicator magazine
• Prepare a draft of your class log for the Indicator alumni magazine (at least two of the three logs per year)

FUND CAPTAIN
• Assist the Alumni Office in participation and fundraising efforts and in setting goals
• The “heavy lift” is conducted by the Alumni Office, who will prepare fundraising communications for review and sign-off by the Class Leadership Team
Testimonials

I receive nothing but support and constant help from the Alumni Office. They make every question a priority. The Office makes all my involvement fun, effortless, and a minimal time commitment.

Emily Brandsdorfer, President, Class of 2014

The Alumni Office is wonderfully helpful and ready with suggestions to make every event work. Being Class President is a minimal time commitment, made even more so by the support of the Alumni Office!

Katy Coumans, President, Class of 1980

Class Secretary role requires very little effort on my part. A short blast email requesting updates gives me the opportunity to connect with classmates and catch up for sharing in the Log.

Frank Roberto, Class Secretary, 1976
BOT Young Alumni Trustee

The Class of 2017 is guaranteed to have one of its members selected to serve on the BOT as the Young Alumni Trustee for a two-year term.

Terms and Responsibilities:

• Attend quarterly BOT (2-day) meetings, including a Strategic Planning Retreat
• Serve on BOT Committees
• Serve on the Executive Council and Executive Committee of the SAA, attending and voting at meetings
• Serve as the voice for alumni – especially providing the perspective of the recent graduates.
For general inquiries about the Nomination Process:

Melissa Fuest
Executive Secretary of the SAA
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FOR MORE INFORMATION
on the leadership positions briefly described,
or on how to get involved,
please visit the following websites:

STEVENS BOARD OF TRUSTEES

STEVENS ALUMNI ASSOCIATION