



GUIDANCE FOR THE ALUMNI ADVISORY COUNCIL MAY 2021

Purpose

The purpose of the Alumni Advisory Council (AAC) is to provide advice and counsel in support of Equal Justice Works' alumni initiatives.

The Alumni Advisory Council will work in partnership with the director of alumni relations to:

- Build lifelong relationships between Equal Justice Works, its Fellowship alumni, and current Fellows through programming, communication, and volunteerism.
- Advance and promote Equal Justice Works' mission and programs.
- Represent the interests and concerns of alumni, while also representing interests of Equal Justice Works to its alumni.

The AAC seeks to achieve the following objectives:

- Represent the mission, vision, and values of Equal Justice Works in our communities;
- Build, strengthen, and engage the Equal Justice Works alumni network;
- Advance Equal Justice Works' mission and programs;
- Assist with recognizing the achievements of alumni; and,
- Enhance alumni-Fellow relations.

Membership

The AAC is composed of alumni volunteers, reflecting inclusivity and diversity with respect to demographics, industry, and expertise. Council members will be reflective of the diverse strengths, Fellowship Programs, geographic distribution, professional accomplishments, and public interest disciplines of the Equal Justice Works alumni community. Members must have the capability and willingness to contribute advice and counsel, participate in meetings, and help with specific activities through contacts and personal assistance to achieve the organization's mission. Members must be available to attend the annual kick-off meeting in early September.

All Equal Justice Works Fellowship Alumni are eligible for membership. AAC members will be appointed to three-year terms. These terms will be staggered. AAC members may be reappointed to one additional consecutive three-year term. Former AAC members may be reappointed after being off the AAC for one full term (three years). The AAC will have a maximum of 15 members, not including the director of alumni relations.

AAC membership is contingent upon an application and approval by the AAC Selection Committee comprised of Equal Justice Works staff in consultation with Council officers. Council officer selection is contingent upon an application, interview, and approval by the AAC Selection Committee composed of Equal Justice Works staff in consultation with exiting Council officers. Applications for membership will open annually in May and close in July. Applicants will be notified of the selection decisions by mid-August. Terms begin on September 1.

**Modified timeline for 2021: Applications for membership will open mid-June and close in July.

Officers:

Director of Alumni Relations: The ultimate authority of the AAC sits with the director of alumni relations, who serves as a permanent member of the executive committee and ex-officio member of all committees and task forces.

Chair: The Chair heads the Council, providing leadership, determining Council consensus, and helping the membership translate consensus into advice. The Council Chair is responsible for:

- Preparing the agenda for the meetings in consultation with the director of alumni relations.
- Convening and presiding at the meetings.
- Appointing committees, as necessary.
- Acting as spokesperson for the Council.
- Reviewing all correspondence being sent to the Council.
- Maintaining an updated directory of Council members.
- Determining at the kick-off meeting, in consultation with other Council members, the date/time of the quarterly meetings and informing the Vice-Chair and the membership.

Vice-Chair: The vice-chair assumes the responsibilities of a vacant chair position, works with President to coordinate alumni advisory council recruitment campaigns, oversees any ad hoc committee activities, and assists committee chairs with programs as needed.

Secretary: The secretary will record, edit, and distribute minutes of each regularly scheduled Alumni Advisory Council meeting upon approval of the director of alumni relations within 45 days. The secretary will also oversee and keep track of the AAC's master calendar.

Members are expected to:

- Act as ambassadors and advocates for Equal Justice Works in their spheres of influence.
- Provide suggestions to the director of alumni relations for creative and unique opportunities for alumni to connect with Fellows, one another, constituent groups and Equal Justice Works.
- Provide advice/feedback on alumni relations program enhancements relevant to the Organization's mission and vision.
- Serve on and bring leadership and expertise to at least one Council committee.
- Share professional expertise and contacts to advance alumni engagement.
- Participate in council events and attend council meetings.
- Engage in alumni volunteerism and participate in alumni events.
- Conduct alumni outreach for volunteer and event attendee recruitment as well as data maintenance.
- Promote overall Equal Justice Works programs and initiatives.

Scope

As a dynamic group of engaged and informed alumni, the *Equal Justice Works Alumni Advisory Council* members provide advice and counsel on alumni programming and initiatives, as well as other initiatives identified by Equal Justice Works staff. The group may also plan and execute alumni events. The AAC is designed to be alumni-led, staff-supported with alumni working in collaboration with staff on important initiatives. The group is intended to represent the interests and concerns of alumni as identified in alumni surveys and feedback, while also representing interests of Equal Justice Works to its alumni.

The Council has no legal responsibilities and is formed to give advice and recommendations to the director of alumni relations. It cannot compel Equal Justice Works staff to act on its recommendations or feedback and has no spending authority. Advisory members have no authority to make decisions or outline rules for how Equal Justice Works operates or give directives to Equal Justice Works staff. The decision to recognize or dissolve the Council is at the discretion of the director of alumni relations.

Ways of Working

Regular meetings: The Council will meet at least four times per year - in March, June, September, and December. The meetings will include discussion and advice to the director of alumni relations on alumni engagement programs and initiatives. Additional meetings may be set by the executive committee. Council members are expected to attend a minimum of 50% of the scheduled meetings each year.

Special Meetings: When the executive committee deems it necessary, special meetings may be called. At least ten business days' notice shall be given to the membership, and this notice will state the reason for the called meeting.

Events: AAC members will be invited to many alumni and organization events. They are encouraged to be engaged and involved in activities of the organization.

Committees

Standing committees: The executive committee will act as the administrative arm of the council and shall consist of the director of alumni relations, the council chair, the council vice chair, and the secretary. Additional standing committees may be formed and appointed per the director of alumni relations or the chair to achieve council objectives as needed.

Ad hoc committees: They shall be formed, and members appointed per the director of alumni relations or the chair to achieve council objectives as needed. Committees will meet as needed to accomplish committee goals.

Procedural Rules

Quorum: One-third of AAC members shall constitute a quorum for all meetings

Minutes: Minutes of each meeting will be kept. An electronic copy will be emailed to the council members within two weeks after a meeting.

Recommendations and Reports: Council recommendations and reports will be submitted in writing to the director of alumni relations. Documents will include both suggested action and justification for suggestions. The director of alumni relations will respond/react to such recommendations/reports in writing.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be assumed to have resigned their seat. The director of alumni relations, as a courtesy, will write to verify continuing interest before removing their name from the roster and moving to fill the position.

Resignations: We understand that life changes may impact the ability of our alumni to serve. A written resignation should be submitted to the chair and the director of alumni relations.