

## **Rice Business Alumni Association Board Member Responsibilities and Expectations**

### **Selection Criteria**

The Rice Business Alumni Association (RBAA) strives to have an engaged, diverse and representative board. Accordingly, selection criteria include:

- A track record of involvement with Rice Business activities post-graduation
- Class year and program
- Geographic location
- Demographic diversity
- Professional diversity
- Experience with other board or non-profit leadership roles
- Willingness and ability to commit the time for RBAA board service
- Demonstrated history of philanthropic engagement with Rice Business

### **Board Member Responsibilities**

Active and engaged Rice Business School alumni are critical to the continued success of the school and are key in building and promoting the school's reputation within the community. In return all alumni should continue to receive value and feel pride in their degree, their school and their relationships.

Therefore, the purpose of the Rice Business Alumni Association Board is to build, deepen and sustain lifelong alumni engagement with the school. The board represents the interests of the alumni base and serves as a conduit and sounding board to school leadership. We work directly with the Alumni Relations Office on special projects and to support alumni-oriented events and efforts. We also serve as a liaison connecting alumni with important student, faculty, staff and departmental needs. We engage in a number of efforts to enhance the alumni experience and connection with the school and to educate students on the value of lifelong alumni engagement and support.

In order to carry out its mission, the Board should consist of members who enthusiastically advocate and support its activities and who also take an active role in Rice Business School activities. While the board understands that its members will have varied interests and strengths, all members are expected to meet the standards of participation outlined in this document. Board members serve an initial three-year term, with the option to renew for additional one-year terms up to a total of six years of service.

### **The RBAA Board and its Task Force Teams**

The Board convenes quarterly except in the summer. The Board typically meets in person or virtually at Rice University four times a year, including a mandatory planning retreat in late summer. Board members commit to attend the mandatory planning retreat and all board meetings (either in person or virtually), subject only to unforeseeable emergencies. The retreat usually consists of a board meeting on Friday morning to mid-afternoon and a social reception or dinner the evening before. Excessive absences (i.e. two or more board meetings) and/or a lack of participation/contribution to the Board will result in a board service review by the Executive Committee to determine continued board membership.

Expenses incurred by board members not located in Houston to attend board meetings can be deducted as charitable expenses.

Board members commit to serve on a task force. These task forces typically meet monthly in-person or virtually to achieve their project goals. Regular attendance and responsibility to the

task force team is expected. Excessive absence or lack of engagement on task force projects will result in a board service review by the Executive Committee to determine continued board membership.

Board members are expected to be active between board meetings by responding to RBAA and Alumni Relations Office related e-mails, conference calls and correspondence.

### **Relating to RBAA Programs and Activities**

Major annual programming currently supported by the RBAA includes Reunion Weekend, the Rice Business Alumni Awards and other ad-hoc alumni programs and events. Board members commit to attend, to promote and to actively support these activities and other school-sponsored programming including, but not limited to:

- Admissions and Career Development Office (CDO) events
- Rice Business School events hosted in your area
- Host or serve on event committees if invited
- RBAA and other Rice University promotional opportunities to fellow alumni
- Rice Business Partners events
- Alumni Wine Reception
- Rice Homecoming
- Rice Energy Finance Summit (REFS) and other conferences
- Industry-specific happy hours and parties (networking events)

### **Giving to Rice**

Many foundations and philanthropic institutions from whom Rice and Rice Business seek donations will not consider making a gift to a non-profit organization unless its leadership is unanimously on record as contributing. Recognizing the importance of alumni giving in general, and participation in the Rice Business Fund in particular, the RBAA Board commits to 100 percent annual support of the Rice Business Fund.

It is our expectation that all board members will make annual giving to Rice Business a philanthropic priority to the best of their ability. A leadership-level annual gift will qualify for annual membership into the Rice Business Leadership Society. Giving level are as follows: Ambassador (for graduates five years out or less) \$1,000 – \$2,499; Benefactor \$2,500 – \$4,999; Advisor \$5,000 – \$9,999; Strategist \$10,000 – \$24,999; Visionary \$25,000 – \$49,999; Chair's Circle \$50,000+. A gift at any level of ability, along with active volunteer participation, is always appreciated.

All board members commit to promoting to the external alumni community the importance of giving annually to the Rice Business Fund.