



## Alumni Association Board of Governors Roles and Expectations

Are you interested in giving back to Loyola Law School by joining the Board of Governors? Please review the roles and responsibilities to see if it's right for you. For more information, contact Maya Kalinowski at [maya.kalinowski@lls.edu](mailto:maya.kalinowski@lls.edu) or 213. 736.1029.

A member of the Board is appointed to hold a position based on demonstrated involvement, support of, and commitment to Loyola Law School. In accepting an appointment, the member agrees to fulfill, to the best of their ability, the requirements and responsibilities associated with Board membership.

### Overview

The Alumni Association Board of Governors (Board) advocates for the Law School and its members act as advisors to the Law School Alumni Office. The Board elects its officers, and acts for and on behalf of the alumni association in all matters within the jurisdiction of the Board of Governors.

The Board actively promotes and assists students and graduates of Loyola Law School in the furtherance of their legal careers; advocates and practices the highest standards of ethical and professional conduct; and promotes a spirit of civility and community among the law school alumni.

The Board is charged with creating a greater awareness and visibility for the Law School; encourages alumni to participate in Board and Law School programs and activities; assists in the recruitment of volunteer leadership for the Board; and helps improve the Board's financial base by providing and/or securing support for the Grand Reunion or other Board fundraising activities.

The Board is made up of 37 members (32 alumni and 5 ex-officio).

### Eligibility

All Board members must be graduates of Loyola Law School and must be out of school for at least one full academic year.

### Term of Office

Board members serve for a one or three year term. Terms are based on a calendar year cycle. There are no term limitations imposed, however, renewal of a member's participation and service on the Board will be evaluated at the end of the member's term by the Executive Committee of the Board, and a recommendation by the Executive Committee is then presented to the entire Board for a vote (excluding the member up for renewal).

### Participation: Board Monthly Meetings, Events and Sub-Committees

#### Board Monthly Meetings

Board members must attend no less than five of seven meetings annually. No more than two may be by teleconference. Meetings are usually held the third Tuesday of the month and run approximately 1 hour. Historically, meetings have been held in seven of the following months:

January, February, March, April, May, August, September, October and November. The president of the board has the discretion to select the specific months.

### **Events**

All Board members are expected to attend the Grand Reunion and Law School Preview Day. Additionally, Board members are asked to attend a minimum of one Law School event each semester.

### **Sub-Committees**

Board members are asked to serve actively on at least one Board committee and participate in the committee's activity/project and attend subcommittee meetings which are scheduled as needed and may require up to three to four hours a month.

Sub-committees include: Mentor Program, Career Services, Admissions Retention, Online Presence, Connecting Points and Community Service

### **Financial Participation**

Board member are asked to make or obtain an annual gift to Loyola Law School, at no less than the Advocate (\$100) donor level; and either serve as an individual sponsor for the Grand Reunion or contribute to the Board's sponsorship commitment at the Gold Level (\$2,500) – member's portion usually ranges from \$75 to \$85.

### **By-Laws and Executive Board**

The Board shall elect its officers which include a president, vice president, secretary, treasurer, and immediate past president. The executive board shall serve as the Board's leadership and is responsible for oversight of the Board's budget and elections and awards process. The executive committee is responsible for the amendment of the Board's bylaws as approved by the entire Board.