

**SKIDMORE COLLEGE
ALUMNI ASSOCIATION
BOARD OF DIRECTORS**

September 2013

President

Gail M. Dudack '70, P'11

Dear Skidmore Volunteer,

Jonathan P. Achenbaum '77
John S. Beckman '94
Elizabeth Low Bertoni '03
Nancy A. Brennan '72
David A. Castle '87
Steven M. Cohen '72, P'10
Natasha J. Fahey '07
Emily Rover Grace '99
Janey A. Gubow '81
Sibyl Waterman Haley '71
Nancy W. Hamilton '77
William Haydon '06
Andrew F. Hughes '92
Chuck Kaufman '82
Keirnan Conroy Klosek '95
Jeff A. Martin '04
Louise A. Mallette '74
Kate Nedelman-Herbst '02
Adam D. Wald '94
Wendy L. Wilson '96

It is the time of year when the Alumni Board Nominating Committee turns to you, Skidmore's volunteers, for suggested candidates for Alumni Board positions. We are counting on you to identify potential candidates whom you feel would make a meaningful addition to the Alumni Association Board of Directors. **Please complete the online form located on the Call for Nominations Web page (http://cms.skidmore.edu/alumni_association/nominations.cfm) no later than November 15, 2013.**

As you consider potential candidates, please keep in mind that Alumni Board members are required to attend three board meetings per year on the Skidmore College campus: in October, February, and May. The board meetings occur on Saturday, and some board positions require attendance at other meetings as well. Unless otherwise noted, all positions serve a three-year term.

The following positions listed below are to be filled by the Nominating Committee for terms beginning July 2014:

Chair Friends of Athletics

Act as liaison between Alumni Affairs, the Friends of Skidmore Athletics Advisory Committee (FOSA) and former student athletes to foster relationships that will (a) lead to greater engagement with Skidmore and (b) identify and recruit team specific chairs. The individual will serve as point-person for all athletic related matters involving former student athletes, work with the FOSA Committee to promote annual events designed to engage former student athletes. The Chair must possess the motivation and the willingness to offer time to promote Skidmore, demonstrate leadership capabilities, including the ability to work collaboratively with a diverse group of people, and a demonstrated commitment to the College and the Alumni Association. The term of this position is three years and attendance at all Alumni Board meetings is required.

Chair of Awards Committee

Coordinates the annual process of selecting the recipients of the Alumni Association awards in conjunction with the Office of Alumni Affairs as well as the Awards Committee. The Chair will coordinate the "Call for Nominations" mailing that is sent to Skidmore volunteers which solicits nominations for various alumni awards, chair the Awards Committee meetings, communicate the selections of the committee to the full Board during its February board meeting, and present the awards to recipients during Reunion as well as Celebration Weekend. The Chair must possess an understanding of the Awards Committee process, demonstrate leadership capabilities, including the ability to work collaboratively with a diverse group of people, and a demonstrated commitment to the College and the Alumni Association. The term of this position is three years.

Chair of Nominating Committee

Coordinates the annual process of selecting individuals for positions on the College's Alumni Board in conjunction with the Office of Alumni Affairs as well as the Nominating Committee. The Chair will coordinate the "Call for Nominations" mailing that is sent to Skidmore volunteers which solicits nominations for positions on the Alumni Board. The Chair will facilitate meetings of the Nominating Committee to develop a slate of candidates for each of the positions, present the slate to the Alumni Board of Directors, notify the approved slate and obtain the individuals commitment to serve, correspond with constituencies about the outcome of the process and select in conjunction with the Alumni Office. Nominating Committee members are appointed for a rotating three-year term. The Chair must possess an understanding of the Nominating Committee process and the duties and responsibilities of positions to be filled, demonstrate leadership capabilities, including the ability to work collaboratively with a diverse group of people, and demonstrate a commitment to the College and the Alumni Association. The term of this position is three years.

Vice President for Programming

Serves as the liaison between the Board and the College's various constituencies, specifically those members of the alumni body who have not yet become actively involved as members of the Alumni Association. The Vice President will also serve as the Chair of the Alumni Board Involvement team and work to support and carry out the various initiatives assigned to the team. Previous board or committee experience is preferred, either on the Alumni Board or other organizational boards, including experience in marketing, development, organizational behavior and/or long-range planning. The Vice President must possess demonstrated leadership capabilities including an ability to work collaboratively with a diverse group of people, demonstrate a commitment to the College and the Alumni Association, including the ability to give at the Friends of the Presidents level, and have the ability to make a substantial time commitment. The term of this position is three years.

President

This leadership position is the volunteer executive of the Skidmore College Alumni Association and its governing body, the Alumni Association Board of Directors. The President provides strategic and executive guidance to strengthen bonds among alumni and between alumni and the College. Leading the Alumni Association Board of Directors, the president and the board work to enhance alumni awareness of College goals, support alumni giving and broaden the base of alumni volunteer support for alumni activities and relevant college activities.

The President of the Alumni Association serves as an ex officio member of the College Board of Trustees. Frequent attendance (including some travel to alumni activities/club programs) at College-sponsored events such as Reunion and Commencement is required. The President serves as liaison between the College and the Alumni Association, provides reports at the Alumni Board meetings and at meetings of the full Board of Trustees and its Advancement Committee, delivers welcoming remarks at Association programs, the Reunion Awards Ceremony and volunteer appreciation receptions. Assists the Advancement Office in program planning and other long-range strategy development to increase alumni participation in Association activities and works closely with staff in the Office of Alumni Affairs and College Events.

The President must possess demonstrated leadership capabilities and experience as an executive in business and/or as a volunteer leader for a major organization. Previous board or committee experience is preferred, either on the Alumni Board or other organizational boards, including experience in governance, long-range planning, marketing, development, organizational behavior. Strong communication skills and public speaking experience are required. The President must have the ability to work collaboratively with

a diverse group of people and a demonstrated commitment to the College and the Alumni Association, including the ability to give at the Friends of the Presidents level and the ability to make a substantial time commitment. The term of this position is three years.

Alumna/us Trustee

Acts as the liaison between the Alumni Board and the Board of Trustees and relates concerns and accomplishments of one board to the other. The Alumna/us Trustee will support alumni programs, serve on committees of both Boards as requested, and take an active role in College fundraising. The individual must possess an ability to work collaboratively with a diverse group of people and demonstrate a commitment to the College and the Alumni Association, have an ability to contribute specific skills, expertise and talents to the efforts of both Boards, as well contribute annual and capital gifts to the College at a significant level. Attendance at six board meetings (three per board) in Saratoga Springs is required. The term of office for this position is four years.

If you have any questions, please feel free to contact me at (207) 775-1740, or you may e-mail me at shaley49@gmail.com. You may also call Michael C. Sposili, Director of Alumni Affairs and College Events, at (518) 580-5612 or e-mail msposili@skidmore.edu.

Thank you in advance for your willingness to assist us with this important task. Your support and timely response are greatly appreciated.

Sincerely,

Sibyl Waterman Haley

Sibyl Waterman Haley '71
Chair, Alumni Nominating Committee

SWH/jc
Enclosure