

COLLEGE OF THE HOLY CROSS
GENERAL ALUMNI ASSOCIATION

COMMITTEES
and
POLICIES & PROCEDURES

Approved June 12, 2004

GENERAL ALUMNI ASSOCIATION (GAA) COMMITTEES

A. INTERNAL AFFAIRS COMMITTEES

1. INTERNAL AFFAIRS –GAA MANAGEMENT COMMITTEES

Executive Committee

This committee shall be comprised of the GAA President, President-Elect, Immediate Past President, 1st Vice President, 2nd Vice President, two Directors, Treasurer and Executive Secretary and shall meet as necessary between regular meetings of the Board and the GAA to transact such business of the GAA as may be required.

Budget and Finance Committee

This committee arranges for the audit of the books, accounts and finances, of the GAA through the College audit process. It shall recommend to the GAA Board of Directors an annual operating budget for the various committees and programs of the GAA. Funds are to be allocated according to the following priority:

1. Alumni Programs, 2. Student Life, 3. College Needs. The proposed budget is to be submitted for approval at the Reunion Weekend Board meeting. A subcommittee consisting of the GAA President, Executive Secretary, Treasurer and Budget and Finance Committee Chair are authorized to allocate funds on an ad hoc basis.

Committee size: The committee shall be comprised of no more than 11 members. Mandatory committee members include the GAA President, President Elect, Secretary, and Treasurer.

Nominations and Elections Committee

This committee recommends to the Board for its advice and consent a slate of officers and directors for the next fiscal year to replace the outgoing officers and directors. The committee is to meet prior to December 31 of each year.

The nominations and election committee will consist of up to fifteen (15) members and four (4) Alternates.

Eight (8) member positions will be permanent and will consist of the individuals then currently serving in the following positions:

GAA President, President Elect, Immediate Past President, Executive Secretary, Chairperson of the Senate Committee, and up to three current presidents of GAA Regional Clubs selected by the Executive Secretary of the GAA each whom will serve for a three year term. The expiration dates of the terms of the regional club presidents are to be staggered over three years.

Up to seven (7) other members will be appointed as follows:

The then current GAA President will appoint the Nominations and Elections Committee Chairperson for a one-year term and up to three (3) additional members, which three must be former GAA board members and at least one shall be a past president, for three year terms. The expiration dates of the terms of these three appointees are to be staggered over three years.

The Nominations and Elections Committee Chairperson will appoint up to three (3) other members from the then current Board of Directors for one-year terms.

An appointed member may serve more than three consecutive years, however, a two-year break is required after having served any three consecutive year period. The then current chairperson of the Nominations and Elections Committee cannot be nominated for the office of president elect.

A summary of this committee is included as Exhibit X.

Alternates: four alternates will be selected by the nominating committee chairperson to serve in the event a regular member is unable to attend the meeting at which a vote is to be taken for nominations.

Regional Clubs Committee

This committee is comprised of current and or recent former regional club presidents from whom a chairperson is selected. Its responsibility is to directly encourage and support the efforts of all regional clubs through the then current club presidents. This effort is performed in coordination with, and in addition to, that of the office of Alumni Affairs. This committee should also assist the Alumni Affairs Office when appropriate in the coordination of visits to the regional clubs by the President of the College or his designated representative.

Committee size: 5-10

In Hoc Signo Committee

This Committee is comprised of all former recipients of the In Hoc Signo Award. This committee meets during the fall to review all nominations for the award. Up to three recipients may be selected each year on the criteria that they have distinguished themselves in one or more of the following three areas: by their dedicated, outstanding and lengthy service to the College, GAA Regional Clubs, or their class. The names of those alumni/ae chosen as recipients of the award are to be submitted to the GAA Board of Directors for its advice and consent. The awards are to be presented at Reunion Weekend.

Sub-committee size: 8-10

Communications Committee

This committee is to disseminate relevant information through print, Internet or web page medium concerning the GAA's purpose and activities. The intent of this effort is to have a better-informed alumni/ae by raising the profile of the GAA throughout the Holy Cross Community.

Committee size: 5-10

Alumni Senate Committee

This committee consists of interested senate members from whom the chairperson is selected. The senate is comprised of over 500 former officers and members of the board of directors. The purpose of this committee is to provide a vehicle for senate members to remain active in GAA activities. The senate committee will communicate with other senate members and report to the GAA executive committee.

Sub-committee size: 10-20

Council of Past Presidents Committee

This committee is comprised of all Past Presidents of the GAA. It serves as a resource for current GAA leadership. The committee shall meet from time to time as called by the Chair or the current GAA President.

Sub-committee size: 3-5

Young Alumni/ae Committee

This committee represents the interests of those alumni/ae who have graduated within the last ten years. It coordinates young alumni/ae activities including but not limited to social and career-oriented programs at the GAA Board level as well as supports and encourages such activities in the GAA Regional Clubs. Current junior and senior year students will be considered for participation/membership on this committee.

Committee size: not less than 10

Career Advisory Committee

This committee works with the College's Career Planning Center which in conjunction with the Office of Alumni Relations maintains a network of alumni/ae volunteers throughout the United States to assist Holy Cross graduates with career advice and networking opportunities. These contacts are made available by contacting the Alumni Relations Office.

Committee size: 5-10

Information Technology Committee

The IT (Information Technology) Committee will review and consider present IT resources and develop a master plan for use by the GAA in accordance with College IT policies. The Committee will work with the Director of Alumni Relations/or designated representative in implementing the master plan.

Committee size: 5-10

2. Internal Affairs-Reporting Functions

Athletic Council

Three directors shall be appointed by the GAA President to represent the GAA to the Holy Cross Athletic Council and to report to the Board on matters pertaining to the Athletic Council. One of the appointees shall be a Varsity Club representative.

Credit Card

A director shall be appointed by the GAA President to work with the Executive Secretary and to report to the Board on operations and results for the affinity credit card.

B. EXTERNAL AFFAIRS COMMITTEES

Alumni Admissions Committee

This committee works cooperatively with the Alumni Admissions Director or his/her designee responsible for the Alumni Admissions Program (AAP) in order to coordinate alumni/ae participation and to utilize the full resources of the Office of Alumni Relations. It shall be knowledgeable in policies and practices of the Admissions office. In particular, each member will be conversant in the message of Holy Cross, shall participate in screening/interviewing of prospective applicants, shall represent Holy Cross at college fairs when requested and shall encourage matriculation at Holy Cross with high school students who have been accepted to the incoming freshman class.

Committee size: 5-8

Alumni Scholarship Committee

This committee is responsible for the presentation of a specified number of scholarships to children of alumni/ae. These scholarships are funded by the GAA. The GAA President-Elect chairs this committee and is assisted by the Executive Secretary, Treasurer and Holy Cross's Director of Financial Aid. The committee contacts the Director of Financial Aid during the month of June to initiate the selection of the

scholarship recipients. The committee then notifies the recipients and their alumni/ae parents and arranges for an event to show appropriate public recognition.

Committee size: 3

Bishop Healy Committee

This committee has, as its purpose to “discover and implement means of alumni participation in efforts to foster interracial understanding, interaction and friendship within the Holy Cross Community.” The GAA established this committee in 1979.

The three basic objectives of the committee are: 1) to assist in increasing the recruitment and enrollment of ALANA students, 2) to assist in the retention of all ALANA students by initially welcoming, then encouraging and facilitating the achievement of their full potential at Holy Cross and 3) to increase the involvement of ALANA alumni/ae in Holy Cross activities such as regional clubs, reunions, General Alumni Association activities, functions and leadership, and in the recruiting of ALANA students to the College.

Committee size: 20-30

Book Prize Committee

This committee coordinates the alumni sponsorship of high school Book Prizes at high schools identified by individual alumni/ae. Each year, outstanding juniors at these schools are selected by the high school administration to receive a dictionary and thesaurus with the Holy Cross insignia. Currently this activity is coordinated through the efforts of the Holy Cross Director of Admissions. The purpose of this committee and, specifically, the Book Prize is to introduce Holy Cross to outstanding high school juniors and their classmates and to strengthen relations between Holy Cross and secondary schools.

Committee size: 5-10

Guest Program Committee

This committee cooperates with the athletic marketing director in the distribution of tickets to home athletic events to organizations and/or individuals with special needs in the surrounding communities. The tickets will be made available at no charge to the organization or individuals.

Committee size: 3-5

Summer Fellowships Committee

This committee encourages meaningful public service for Holy Cross students through the support of socially responsible projects by the GAA in the regional club areas during the summer. The projects should assist "not for profit" agencies in the name of Holy Cross, while providing regional clubs with an activity/program that either provides an opportunity for community outreach or supplements their existing programs. These

Fellowships are to be funded in part by the GAA, the sponsoring GAA Regional Club and the local not-for-profit organization. The Director of the Holy Cross College Summer Internship Program assists the committee in managing the GAA Summer Fellowship program by coordinating these activities with the regional clubs and applying students.
Committee size: 3-6

Affinity Groups

Alumni/ae Affinity Groups (e.g. Holy Cross Lawyers association) must obtain GAA Board sanction in the same manner as GAA committees.

C. GAA EVENTS COMMITTEES

Continuing Education Committee

This committee works with the Academic Dean in organizing educational programs for alumni/ae. The Office of Alumni Relations assists the Committee in the promotion and coordination of the events.
Committee size: 5-8

Senior Reception Committee

This committee annually plans and executes a reception to be held in the spring, prior to graduation, to which Holy Cross seniors and regional club alumni are invited. The purpose of this event is to introduce the seniors to the GAA, its services and activities, regional club opportunities and individual alumni.
Committee size: 5-8

GAA Committee Policies and Procedures

Committee Chairperson selection:

The chairperson for each committee is appointed each year for a one-year term by the new GAA president at the beginning of his/her term. The chairpersons serve at the pleasure of the president. A current chairperson may be asked to continue to serve in that capacity by a new president. The chairpersons may or may not be members of the board of directors but must be members of the GAA.

Vice Chairperson:

Each committee will have a vice chairperson who will also be appointed by the president.

GAA committee membership:

The membership for each committee is selected by the new president and forwarded to the appointed chairperson who is asked to contact each committee member and confirm that member's willingness to serve and actively participate on the committee. The committee chairperson then reports back to the executive secretary with the final list of that committee. The committee members may or may not be members of the board of directors but must be members of the GAA or staff of the college. When notified of the committee membership the chair in confirming the membership may select additional members from the GAA to serve on this committee.

Committee size:

Below the mission statement of each committee as set forth in the list of GAA Committees attached to the Constitution and Bylaws is a recommended size for most committees. It is recommended that each committee be approximately this size and that the chairperson confirm with the president if the size has or will change. At least two committees have its size fixed by the mission statement and they are the budget committee and the nominations & elections committee.

Committee meetings:

It is expected that each committee meet at least once a year and for the foreseeable future that may occur at the Fall Homecoming meeting at a breakout session. All committees are encouraged to have other meetings and or conference call meetings during the year.

Committee reporting:

The chairperson is expected to report in writing to the president at least once a year. This report should be prepared and submitted by the chairperson or committee member at the GAA Winter Homecoming meeting. The president may request other reports during the year particularly in May in order to assist in the transition for the new GAA officers. Reports are to include committee work to date, results of committee meetings and work in progress.

Ex Officio Members:

The GAA President and the Executive Secretary are to be ex officio members of all committees.

Committee Mission Statements and Policies and Procedures changes:

The committee mission statements and the above policies and procedures may be amended by action of the GAA board of directors at any board meeting subject to proper notification and in accordance with the constitution and bylaws.