

Randolph-Macon Woman's College Alumnae Association

Board of Directors

Executive Summary - February 9-10, 2008

Recommendations

1. Create a committee structure, with committees making a report at the May 2008 board meeting on their charters (descriptions), work plans, and activities.
2. Form a task force on transparency – explore the minutes format and the agenda development process. Report to the board at the May 2008 board meeting with recommendations.
3. Revisit and refresh the current board job description and manual; all members sign the ‘rules of engagement.’
4. Communicate to alumnae about the outcomes of the Feb 9-10 meeting, by March 15, 2008, and form a task force to explore vehicles and methods of communicating with alumnae, including web site, e-mail, and bulletin.
5. Engage alumnae through:
 - a. A “feel good” event to take place in September 2008 following the annual meeting (on Saturday evening) and annually thereafter;
 - b. Profiling alumnae in the bulletin; and
 - c. Offer district/regional events with an immersion, educational component that are low-cost to alumnae and fun.
6. Ask for alumnae feedback through forums, two-way communication vehicles, and conducting a needs assessment to discover what alumnae would like their alumnae association to be doing.
7. Hire a professional parliamentarian for the annual meeting; hire this person in advance of the meeting in order to familiarize him/her with the procedures and processes of the alumnae association.

Long term needs: develop a process for student outreach and cultivation for the alumnae association.