



EVMS Legacy Alumni Advisory Board Member Responsibilities and Expectations

A member of the Eastern Virginia Medical School Legacy Alumni Advisory Board (AAB) is appointed to hold the position based on demonstrated involvement, support, and commitment to Macon & Joan Brock Virginia Health Sciences (VHS) at Old Dominion University (formerly EVMS) and the VHS Office of Alumni Relations. In accepting this two-year appointment, the member agrees to fulfill, to the best of his/her ability, the requirements and responsibilities associated with Advisory Board membership. Ideally, these include, but are not limited to:

1. Meeting Participation

- a. Attend and participate in at least three of four quarterly Board meetings held each fiscal year. Video conferencing accommodations are available for those unable to attend in-person. If a member is unable to attend a Board meeting, submit an email or verbal response to related actions items on the agenda.
- b. Review all Board meeting related documents in advance of the meeting and be prepared to discuss.

2. Committee Participation

- a. Serve and actively participate on at least one Alumni Board committee.
- b. Attend a majority of committee meetings held.
- c. Adhere to all committee participation requirements as outlined in committee descriptions (under review).
- d. Committees include, but are not limited to: Alumni Weekend, Nominating, Programming.

3. Engagement Participation

- a. Attend and participate in at least two EVMS alumni events annually. At least one event must be a signature alumni event such as Alumni Weekend or the New Alumni Welcome Receptions.
- b. Volunteer for at least one EVMS or EVMS alumni program event annually.
- c. Assist Alumni Relations with recruiting alumni volunteers and preceptors.
- d. Assist Alumni Relations with promoting alumni events.

4. Communication

- a. Respond to correspondence from Alumni Relations within a timely manner.
- b. Ensure your contact information is updated with Alumni Relations.



- 5. Program Awareness** - Be familiar with VHS Office of Alumni Relations and ODU Alumni Association ongoing and collaborative programming. This information will be provided by the VHS Office Alumni Relations.

Therefore:

It is understood that you appreciate the importance of these requirements and responsibilities. Your active participation is necessary for the continued success of the Alumni Advisory Board and its support of Eastern Virginia Medical School and EVMS Health Professions. Any member who feels he/she can no longer participate under these conditions should notify the Director of Alumni Relations to discuss his/her options. I do hereby acknowledge these requirements and responsibilities:

Printed Name

Signature

Date