

RECENT ALUMNI BOARD CHARTER

I. Mission

The mission of the Rawls Recent Alumni Board is to serve and support recent graduates of the Rawls College of Business with programs and communications uniquely tailored to their needs and perspectives. The Recent Alumni Board promotes and supports the College's programs and activities to cultivate and encourage a continuing affiliation among recent graduates and the College.

II. Purpose

The Rawls Recent Alumni Board exists to support efforts that achieve the College's vision, actualize its mission, and continually improve the quality of education it provides to students, alumni, and business leaders. Members help to improve the visibility and enhance the reputation of Rawls College and Texas Tech University by providing feedback to the Dean and College on strategic issues. Members organize, promote, and sponsor events and activities that engage recent alumni and recognize outstanding businesses and individual business leaders. Members actively participate in philanthropy, giving and encouraging recent alumni to give to scholarships for students and endowed funds and general gifts to support faculty, administrators, and programs.

III. Membership

A. General Membership

- i. Rawls Recent Alumni Board membership should not be less than 20 members or more than 60 members, unless otherwise approved by the Executive Committee and the Dean.
- ii. New members will be added once a year in the fall.
- iii. Individuals are selected to serve on the Rawls Recent Alumni Board based on a variety of factors. Candidates do not need expert knowledge of higher education; rather, the board seeks individuals who will bring unique experience, judgment, and innovative perspectives. The criteria for Rawls Recent Alumni Board membership are: (1) ability to move the College forward via the mission of the Board, (2) interest in supporting the college financially, (3) being at a place personally and professionally to commit time and energy to the Rawls Recent Alumni Board, and (4) willingness to promote Rawls within their circle of influence. The membership of the Rawls Recent Alumni Board should reflect diversity in terms of geography, industry, Rawls major and degree, race/ethnicity, and gender, among other factors. The Rawls Recent Alumni Board shall be limited to Rawls College alumni within fifteen (15) years of graduation.
- iv. Members are appointed to an initial three-year term that begins on September 1 of the year in which the member is first appointed.
 - a. After successful completion of one's initial term, he/she may be reappointed for an additional three-year term, if endorsed by the Dean and Chair.

- b. An individual who is Chair may serve up to two additional years beyond the ordinary limit of six years of consecutive service.
- v. If at any time during a member's term, he/she is found to be grossly negligent in fulfilling the responsibilities of membership, he/she will be removed from the Rawls Recent Alumni Board by the Chair.

B. Ex-Officio Membership

The Rawls Recent Alumni Board Chair will serve as an ex-officio member of the Rawls Advisory Council, with no financial obligation.

IV. Membership Responsibilities

A. Meetings

Members are required to attend two Rawls Recent Alumni Board general board meetings per year. Meetings are typically scheduled during the spring and fall semesters. If a member misses three consecutive board meetings, he/she can be removed from the Rawls Recent Alumni Board. Any exceptions to this policy can only be made by the Dean with the endorsement of the Executive Committee. In addition to general board meetings, members should support the board's mission by actively participating on a committee. Committee meetings will be held as needed and directed by the assigned Committee Chair or Rawls Recent Alumni Board Chair.

B. Suggested Annual Contribution

Each member of the Rawls Recent Alumni Board will make a minimum annual contribution in the amount determined by the Dean and the Executive Committee. Such membership contributions are due by September 30 to cover all the expenses of the Rawls Recent Alumni Board for the fiscal year and to provide funds to carry out activities which, in the judgment of the Dean and with the approval of the Executive Committee, will positively impact the College. If, however, a member has not paid his/her annual obligation by December 31 following the due date of September 30, he/she can be removed from the Rawls Recent Alumni Board. Exceptions to this policy can be made by the Dean with the endorsement of the Executive Committee. From time to time members will be expected to play an active role in fundraising — both directly and indirectly. Any expenses incurred as a result of membership shall be the responsibility of the member.

C. Participation

Active participation enhances a member's experience on the Rawls Recent Alumni Board and is vital to the success of Rawls College. Members are encouraged to engage in activities that match their abilities and interests, and the needs of Rawls College. Examples include:

Opportunity	Contribution

Campus Engagement	Address classes and student organizations, or help identify/secure high-profile speakers
Curriculum	Contribute input to developing new educational programs or improving existing educational programs to meet industry needs
Mentorship	Advise student(s) on academic guidance, career advice, and personal development
Recruitment	Refer students for undergraduate, graduate, and professional programs at Rawls College
Engagement	Serve as ambassadors for Rawls by hosting and promoting events that reengage alumni and strengthen connections among students, alumni, and the broader Rawls community.
Development	Facilitate funding opportunities to support and advance the strategic goals of Rawls College

Re-engage with Rawls alumni by hosting and/or encouraging attendance at events for students, alumni, and/or other members of the Rawls college community.

VI. Board Officers

A. Chair / One-Year Term

The Rawls Recent Alumni Board Chair will:

- Provide leadership to successfully implement the Rawls Recent Alumni Board mission.
- Prepare for, attend, and preside at meetings. Attend and occasionally preside at other important events related to the Rawls College's external promotion and advancement, as appropriate.
- Be available to the Dean for consultation on issues of immediate importance to Rawls College.
- Serve as an ex-officio member of the Rawls Advisory Council, with no financial obligation.

B. Vice-Chair / One-Year Term

The Rawls Recent Alumni Board Vice-Chair will:

- Assist the Chair in directing the work of the council.
- Preside in the Chair's absence or assume the Chair duties in the event of office vacancy.
- Transition to Chair upon completion of term.

C. Immediate Past Chair / One-Year Term

The Rawls Recent Alumni Board Immediate Past Chair will:

- Serve at the discretion of the Chair as needed.
- Provide advice and leadership to the Chair regarding past practices and other matters.
- Chairs the RAB Vice-Chair Nominating Committee

D. Treasurer / One-Year Term

The Rawls Recent Alumni Board Treasurer will:

- Monitor and report on the financial health of the Board.
- Develop, propose, and manage the annual budget.
- Maintain accurate records of financial transactions.
- Provide regular financial updates at Board meetings.

E. Executive Committee

The Chair, Vice Chair, Committee Chairs, Treasurer, Dean, Senior Development Director, Director of Engagement and External Relations, and Assistant Director of External Relations constitute the Executive Committee of the Rawls Recent Alumni Board. The Executive Committee functions as the long-range planning committee of the Rawls Recent Alumni Board and performs other functions as the Board deems appropriate.

VII. Standing Committees

Committees may vary and are to be determined by the Dean and Executive Committee. The Executive Committee may appoint special committees as needed. Committee leaders shall assume responsibility for their duties at the conclusion of the Recent Alumni Board Spring meeting and shall serve a term of one year, or until another member expresses interest in assuming the position of chair.

A. Development

- Assist the Dean and development staff with the implementation of fundraising activities, that support college programs and student success.
- Help promote fundraising initiatives by sharing communication materials and encouraging participation among alumni.
- Support regional scholarship events in Dallas and Fort Worth through promotion and participation.
- Assist with donor stewardship by thanking supporters through calls, notes, or outreach, with guidance and materials provided by the Development team.
- Staff Sponsor: Senior Director of the Rawls Development Team

B. Engagement

- Identify meaningful and impactful opportunities for the Board to engage with Rawls students, faculty, and staff.

- Attend and promote Rawls regional, local, and campus events to encourage alumni participation.
- Work with the Rawls Engagement & External Relations team to find and support effective ways to reengage alumni.
- Staff Sponsor: Engagement and External Relations Office

C. Membership

- Identify and nominate potential new Rawls Recent Alumni Board members to represent and support the mission, vision and values of Rawls College and strive to achieve the mission of the Board. Candidates for nomination should be submitted to the office of Engagement & External Relations by March 31 of each year. After review by the Dean's Office, members of the Membership Committee will extend official invitations to new members.
- Conduct new member orientation at the fall meeting of the Rawls Recent Alumni Board.
- Guide the succession planning process and in conjunction with the Executive Committee and the Dean, provide recommendations to the Executive Committee for future Board Committee Chairmen.
- Maintain the Charter by drafting proposed amendments and presenting proposed amendments for vote.
- Staff sponsor: Engagement and External Relations Office

D. Mentoring

- The Mentoring Committee serves to capitalize on the wealth of knowledge made up by the Recent Alumni Board members and mobilize members to mentor current Rawls students for academic, career, and professional development.
- The Mentoring Committee stands by to meet the needs of the Rawls College of Business in whatever capacity necessary.
- Staff Sponsor: Dr. Cathy Duran

E. RAB Vice Chair Nomination

- The Rawls Recent Alumni Board Vice Chair nomination committee will be responsible for the RAB Vice Chair succession planning process. The Chair, current Vice Chair, Dean, Senior Associate Dean, Senior Development Director, Director of Engagement and External Relations, and Assistant Director of External Relations constitute the Nomination and Governance Committee of the Rawls Recent Alumni Board. The immediate past RAB Chair will lead the committee and sponsor the nomination to the Executive Committee for vote.

F. RAB Treasurer Nomination

- The Rawls Recent Alumni Board Treasurer nomination committee will be responsible for the RAB Treasurer succession planning process. The RAB Chair, current RAB Vice Chair, and immediate past Chair will lead the committee and will select the nominee for the RAB Treasurer.

VIII. Amendments

This Charter may be amended or repealed, or a new Charter may be adopted, at any annual or special meeting of the Rawls Recent Alumni Board at which a quorum (majority of total membership) is present by the affirmative vote of a majority of the members present at the meeting, provided notice of the proposed amendment, repeal, or adoption be contained in the notice of such meeting; and provided further, that the foregoing notice requirement shall not prohibit the members from adopting the proposed amendment, effecting the proposed repeal, or adopting the proposed new Charter, as the case may be, in a modified form which is not identical to that described or set forth in the notice of such meeting.