

California State University Alumni Council Alumni Trustee Roles and Responsibilities

The California State University is governed by the California State University Board of Trustees which is charged by state law with broad policy oversight of the university and its 23 campuses. The board has authority over curricular development, use of property, development of facilities, and fiscal and human resources management. There are 25 trustees. The Alumni Trustee is the only trustee directly appointed to the Board of Trustees without review by the Governor or by the Legislature.

Term of Office

Elected by volunteer members of the CSU Alumni Council, the Alumni Trustee is a voting member of the California State University Board of Trustees serving a two-year term that can be renewed by the Alumni Council up to three additional times (a total of eight years). If the Alumni Trustee is serving as Vice Chair or Chair of the Board of Trustees, the term is automatically extended even if this goes beyond the eight-year threshold. (See "CSU Alumni Council Bylaws, Article VII, http://www.calstate.edu/alumni/council/documents/Bylaws_Aug2013.pdf)

Roles and Responsibilities

The Alumni Trustee represents the interests of CSU alumni on the CSU Board of Trustees. The Trustee consults with the Alumni Council on items before the Board of Trustees that are of interest to alumni and keeps alumni leaders informed of issues of importance to the CSU system.

The Alumni Trustee performs all duties normally attached to being a voting member of the Board of Trustees. Specifically, the Alumni Trustee is expected to:

- Meet the time commitments related to the obligations of Board of Trustees members and abide by the Board of Trustees Code of Conduct (see attached). The Alumni Trustee is subject to any and all provisions for addressing breaches of the Code of Conduct.
- Actively participate in the Board of Trustees meetings and committee meetings. The Board meets every other month (six times per year) starting in January at the CSU Office of the Chancellor in Long Beach. Meetings are typically two days in duration, but may vary at the discretion of the Board Chair, and may be held in-person, by tele/videoconference, or by other electronic communications. Board committees may meet independently from the full board at the discretion of the committee chair(s).
- Pursue appointments on Board of Trustee committees that address issues of particular relevance to alumni.
- Pursue leadership positions on the Board of Trustees, including committee chair positions. The Alumni Trustee is expected to offer their leadership skills to the Board of Trustees above and beyond just attending meetings.

- Participate in the Alumni Council and its Executive Committee meetings. The Council holds a day and a half in-person meeting twice each year, typically in the fall and spring, at one of the campuses or at the Chancellor’s office, and meets once each year on a 90 minute conference call. The Executive Committee meets monthly on a one-hour conference call and holds one in-person strategic planning meeting (one afternoon and the following morning) each year at the Chancellor’s office. Collaborate with Council leadership to address scheduling conflicts that could impact the Trustee’s availability to participate in and/or report at Council functions.
- Summarize and report relevant Trustee matters and the Alumni Trustee’s key activities to the Council at its in-person meetings and conference calls. While an in-person report is preferred, written, videotape, and video/teleconference reports are acceptable in instances when the Trustee cannot be present. Suggested content for reports to the Alumni Council may include, but should not be limited to:
 - Systemwide initiatives launched by the Chancellor and/or Board of Trustees;
 - Alumni Trustee participation in high-profile activities, such as presidential search committees, investitures, etc.;
 - Key legislative and budget actions taken by the Board of Trustees;
 - Presentations, speeches, media coverage, and special appearances by the Alumni Trustee; and
 - Campus visits by the Alumni Trustee.
- Maintain a personal record of the Alumni Trustee activities, performance objectives, and accomplishments for purposes of self-evaluation (see “Performance Evaluation” below).

Serving on the CSU Board of Trustees presents a unique opportunity to gain valuable leadership experience and to further advance the Alumni Council’s objectives. Therefore, the Alumni Trustee is encouraged to:

- Pursue appointments on Board of Trustee committees that address issues of particular relevance to alumni, including, but not limited to, governmental relations, institutional advancement, and educational policy. Also, knowledge of the system’s budget and financial management is critical for an overall command of the issues addressed by the Board of Trustees. The Trustee’s interests and experience should also influence desired committee assignments, and
- Pursue leadership positions on the Board of Trustees, including committee chair positions.

Performance Evaluation

Alumni Council Bylaws provide that the Council's Trustee Selection and Evaluation Committee (TSEC) will meet with and evaluate the performance of the Alumni Trustee (Article VI, Section 5.D.3.). The evaluation may include confidential information about the Trustee's performance gathered from the CSU Board of Trustees, affiliated partners (e.g. Academic Senate, California State Student Association, etc.), and from the Alumni Trustee's self-evaluation. Prior to the end of the first two-year term, the TSEC will present to the Alumni Council Board of Directors its recommendations as to re-election of the Alumni Trustee based on its findings during the evaluation process.

Travel and Costs

As a member of the CSU Board of Trustees, travel and other approved business-related costs for the Alumni Trustee are paid by the Office of the Chancellor and not by the Alumni Council.

Approved by the Bylaws & Operating Procedures Committee on August 24, 2015.