

Alumni Engagement Council

Charge

The Palo Alto University (PAU) Alumni Engagement Council serves as a liaison to, and for, the alumni community. Council members serve as ambassadors, representing the views of Palo Alto University alumni and advising institutional actors on efforts to best engage and assist the alumni community. The Council's assistance in building and maintaining activities that support and provide value while enhancing strong and sustainable relationships between alumni and the institution will result in increased community visibility and reputation, will assist in recruitment/enrollment activities to attract top students and leading faculty, will lead to stronger career outcomes and professional development opportunities for current students and alumni, and will support overall philanthropy.

Membership

In alignment with the university's mission, vision, and values, the Council membership aims for an inclusive membership across a spectrum of individual and professional identities.

Membership Requirements

1. Council Members will hold a degree from Palo Alto University/Pacific Graduate School of Psychology.
2. Council Members will participate in meetings and engagement activities.
3. Council Members will attend/host alumni events and strive to increase attendance at alumni events through personal and social media outreach.

Council Membership Representation

Council membership will be composed of two alumni from each of PAU's degree programs. Initial representation will include alumni from undergraduate studies (UG), MA, MS, PhD, and PsyD programs. As the university adds new degree programs, the Council membership will grow to include two alumni from each of these new programs.

The two alumni per degree program will be differentiated by their proximity to graduation date. The Council endeavors to have one recent alum and one more established alum representing each program.

Recruitment

Nominations for Council Members are sought from various university constituencies, including but not limited to alumni, faculty, staff, and students. Nominated alumni will be contacted by the Director of Alumni Relations to ascertain the candidate's willingness and capacity to take on a Council membership role.

Roles

Council Chair: Will facilitate leading the Alumni Engagement Council meetings, discussions, and expression of ideas.

Council Member: Will serve on the Council as an active participant in meetings and engagement activities.

Term Limits

Council Members serve a two-year term, which may be renewed once for four years of consecutive service. After four years of consecutive service, Council Members will be eligible to join the Council again after a two-year period.

Subgroups

Various committees may be formed to meet the changing needs of the university and alumni communities.

Organization

Meeting Schedule

Full Council meetings are held every quarter. Committee meetings will be scheduled as needed and for a defined period.

Meeting Visibility

Full Council meetings will be closed to the community. However, twice a year an open session will be offered for alumni and other stakeholders to join for an update from the Council and to offer feedback.

Meeting Agendas

A draft agenda will be sent by the Director of Alumni Relations to the Council Chair one week prior to each meeting. The final agenda will be distributed to all members once feedback from the Council Chair has been incorporated.

Quorum

Quorum is met when 2/3 of the Council Members and the Director of Alumni Relations or Vice President of Business Innovation and Strategic Advancement are in attendance.

Authority

The Council does not have binding authority to implement recommendations. All recommendations will be considered in accordance with institutional objectives regarding alumni engagement and the mission, vision, and values of the university.

Reporting Structure

The Council and Director of Alumni Relations will report to the Vice President of Business Innovation and Strategic Advancement, who may bring recommendations and proposed initiatives to the University Cabinet.

Outputs

Minutes and Reporting Requirements

Minutes will be kept by the Director of Alumni Relations and approved by the Council Members at the subsequent meeting.