

# Alumni Board

# Handbook

2025-2026





**WOOSTER**

Alumni & Family Engagement



## **Welcome to The College of Wooster Alumni Board!!**

You are embarking on three rewarding and exciting years with the College. The College looks forward to your active participation. Below are guidelines to help you get acclimated with the role and expectations of the Alumni Board. Please feel free to contact us if you have questions at any point during your term on the Alumni Board.

### **Alumni Board Handbook**

Each Alumni Board member receives a handbook. We hope this information will help you navigate your duties and prepare you for this exciting leadership role and opportunity to serve the college.

Alumni Board members are listed on the alumni website. Please forward any changes to your personal information to the Office of Alumni & Family Engagement.

### **Board Member Term-Limit and Role Expectations**

Alumni Board Members will serve a term of three years, which will include six biannual board meetings beginning in the fall. Members are expected to attend meetings, participate in working committees, and contribute to the College with their suggestions, ideas, and recommendations.

Alumni Trustee Representatives will serve a term of three years and are eligible for re-election one time after their first three-year term. During each of their three-year terms, Alumni Trustees will attend six biannual Alumni Board meetings and nine Trustee meetings.

There is a three-year commitment for service on the Alumni Board and a maximum of a six-year commitment for service for an Alumni Trustee Representative. Candidates must be willing and able to serve the entire term. Alumni Trustees serve an important role as a bridge between the College's Board of Trustees and the Alumni Board.

Alumni may serve an additional term on the Alumni Board, particularly in the role of an Alumni Trustee or President, with a minimum of one-year sabbatical between positions on the Board. Alumni Board members are expected to contribute to the College and give to the Wooster Fund during their term in office. Board members are also encouraged to attend regional Wooster events as they are able, serve on regional Leadership Boards, and communicate with local alumni about College activities. To continue the strength of the Alumni Board, members are expected to actively cultivate prospective nominees and submit candidates for nomination.

### ***What is the role of the Alumni Board?***

The Alumni Board is an advisory body and the executive leadership of the Alumni Association. It reviews and advises the staff of the College about alumni engagement programs, effective use of alumni volunteers in the areas of admissions, career services and development;

determines awards and selects recipients; and provides feedback and suggestions to the College administration.

### **Attire**

Please be comfortable during your time on campus. Business casual dress is most appropriate for daytime meetings. You will spend a good part of your days in discussions and meetings throughout campus. Please bring shoes that will accommodate walking around campus.

### **Accommodations and Transportation**

We utilize local hotels to provide lodging while you are in Wooster. The College pays for all housing expenses. We will provide hotel block information in advance. Transportation is at the expense of the Alumni Board member.

### **Meetings**

All Alumni Board members are assigned to committees. Information about each committee is listed below:

1. Nominations: this committee focuses on the recruitment and selection of new alumni board members and alumni trustees (those who also serve on the Board of Trustees). The focus is to look at areas of opportunity and growth for the board and develop a pipeline of committed members who are willing to serve. The nominations committee recommends alumni for open seats and the full board must vote to approve their recommendations.
2. Distinguished Alumni Awards (DAA): this committee focuses on selecting 2 individuals to receive the award. The Distinguished Alumni Award is presented annually to alumni who have distinguished themselves in one or more of the following areas: professional career; service to humanity; and service to Wooster. Alumni are selected who exemplify Wooster's dedication to excellence and its commitment to service.
3. Engagement Committee: this committee will focus on ways to keep former alumni board and alumni trustees involved with the board and College. In addition, as opportunities present for unique engagement opportunities through the College, the members of this committee help to identify alumni who are interested in serving.

### **Between Meetings**

While much of the work of the Alumni Board takes place during its two meetings on campus each year, members are expected to participate in additional reading, committee conference virtual meetings, and assistance with special projects during the months between meetings. We seek to maximize the effectiveness of the Board by fully utilizing the energy of its members throughout the year.

### **The Wooster Fund**

Not only is it important to lead by example, by making your own gift to The Wooster Fund, it is also important to encourage others to do likewise. Alumni Board members have generated positive results in every form of action from personal emails, letters, visits, phone calls and Facebook posts to their classmates. Some board members have encouraged their classmates to support the Wooster Fund in a formal way. Training is provided -- and believe it or not, fundraising can be made simple...even if you have never had to fundraise before. If you are interested in formally encouraging your classmates to give, please let us know.

Additional resources may be important to your understanding of the College today. Please take a moment to review:

[Academic Calendar](#)  
[History of the College](#)


[Annual Giving](#)

If you have any questions, please contact:

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Alumni & Family Engagement  
The College of Wooster

Phone: 330-263-2263  
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# Nominations Guidelines For the Alumni Board

The Alumni Board will have a Nominations Committee. At its fall meeting, the Nominations Committee will review and evaluate all nominees and narrow down a slate of candidates and alternates for Alumni Board and Alumni Trustee vacancies. Between the fall and spring meetings, the Chair of the Nominations Committee will work with the staff of the College to gather additional information about the final candidates and propose additional candidates, as appropriate. At its spring meeting, the Nominations Committee will again review the slate of candidates and select the final list. The entire Alumni Board will vote on the recommended list of new Board members during its spring meeting.

## **Nomination Process**

All nominated candidates will be considered for the Alumni Board positions. College staff are responsible for providing recommendations for Alumni Trustee Representatives to the Nominations Committee.

Members of the entire College of Wooster community may submit nominations for the College of Wooster Alumni Board. For example, nominations may be submitted by:

- A College of Wooster Alumna/us
- An academic member of the College
- A staff member of the College
- The nominee
- A member of the College of Wooster community

The Office of Alumni Engagement will send a call for nominations for the Alumni Board annually.

The nominator is requested to provide information about the nominee, particularly related to the election criteria including information related to date of graduation, major, address, additional degrees, major positions held, community service, leadership, Wooster service and/or a letter of support for the nominee. The Office of Alumni Engagement will provide biographical sheets for each nominee for the Nominations Committee's review.

Once nominated, candidates will be eligible for consideration for five years. After the fifth year of consideration, without being elected to the Board, candidates will be removed from the nominations list.

Anonymous nominations should be discouraged. If the College Alumni Office receives an anonymous nomination, they will contact the nominee to see if he or she is interested in being a candidate and to request biographical data. The elections will fill vacancies of five Alumni Board members each year and Alumni Trustee Representatives as needed.

## **Nomination Qualifications**

The eligible candidates for the Alumni Board must be an alumna/us of the College of Wooster,

not currently employed by the College. There is no minimum number of years that the alumnae/us must be out of school. There is no age restriction for serving on the Alumni Board; however, the College's Board of Trustees has an age limit which may restrict the service of some Alumni Trustee Representatives to the College.

In order to bring a diverse perspective to the Alumni Board and to best serve the needs of the College, the Nominations Committee will give consideration to the following criteria:

- Professional success, life achievement, leadership, and/or uniqueness.
- Commitment of service to his or her community.
- Commitment of service and giving or potential for service and giving to the Wooster community.
- Balance for regional representation from across the country.
- Balance for diversity on the Alumni Board, including race, gender, class year, international origin, and profession.
- Any special request or consideration made by the College Board of Trustees.
- Any special request or consideration made by the College President.

In any given year, the need for a balanced Alumni Board will dictate the relative weight given to these or other relevant criteria.

### **Alumni Board President**

The President of the Alumni Board is selected by the Nominations Committee from a list of candidates selected by College of Wooster staff. Upon nomination and approval, the President shall serve one three-year term. The President will attend and lead all Alumni Board meetings. In addition, the President attends Board of Trustee Meetings while serving as an Alumni Trustee.

In addition, the President will select a Nominations Committee chair who shall typically be someone who has served one year on the Nominations Committee and can serve as chair for a two-year term.

In the event of an unexpected vacancy, the Alumni Board President at his or her discretion may choose an individual to serve out the remainder of the unfinished term. In making this selection, the President will give consideration to the aforementioned criteria as well as prior service on the Alumni Board.

Adopted April 24, 2004  
Amended April 22, 2005, April 21, 2007, November 14, 2009



## **I. Purpose of the Award**

The purpose of the Distinguished Alumni Award (the “DAA”) is to honor outstanding alumni during each Alumni Weekend. It is the highest honor given to an alumna/us by the College of Wooster.

## **II. General Qualifications for Award**

Any Wooster alumna or alumnus is eligible for consideration. Alumni are defined by The College of Wooster as any individual who has attended The College of Wooster one or more semesters. Current members of the Alumni Board are not eligible. Nominees must prove to be outstanding in their professional or volunteer vocation and/or service to humanity. An additional consideration is their service to Wooster as an alumna/us.

## **III. Procedure for submitting nominees**

Alumni, parents, and friends are invited to submit names and qualifications of candidates for the DAA. Nominations may also be submitted directly to the College. All nominations must be received by the Alumni Office or the chairperson of the DAA Committee by March 1 in order to be considered for the awards presented in June of the following year.

## **IV. Distinguished Alumni Award Committee**

The President of the Alumni Board will appoint a chairperson and up to seven members to serve on the DAA Committee, seeking diversity of professional backgrounds. The DAA Committee will evaluate all the nominees and select up to three awardees.

## **V. Selection Procedure**

The Director of Alumni Engagement shall maintain and circulate the following information to the DAA Committee members 1 month in advance of the spring Alumni Board meeting:

- A list including the name of every candidate nominated within the last 3 years, excluding any candidate whom the DAA Committee decides should no longer be consider for the DAA (the “Master List”).
- Wooster summary, CV, and no more than 6 additional pages of support materials for each nominee listed on the Master List.

On a date chosen by the DAA Committee Chair(s), but no less than two weeks prior to the spring Alumni Board meeting, each member of the DAA Committee shall select up to six (6) finalists, ranked, and submit these names to the Associate Director of Alumni Engagement, along with a list of any questions about the final candidates. The DAA Committee will convene at the spring Alumni.

Board meeting and reach a decision on a list of up to 10 nominees that will be considered in



more detail at the following fall Alumni Board meeting (the “Finalists”). During the spring Alumni Board meeting, the DAA Committee may also decide to remove nominees from the Master List. For any nominee removed from the Master List but later nominated pursuant to Section III of these Guidelines, the decision of the DAA Committee to remove that nominee from a prior Master List should be noted on that nominee’s Wooster summary.

One month in advance of the fall Alumni Board meeting, the Assistant Vice President of Alumni & Family Engagement shall maintain and circulate to the DAA Committee members the Wooster summary, CV, and additional pages of support materials for each Finalist. This information should contain the materials circulated prior to the previous spring Alumni Board meeting as well additional detailed information about each Finalist. The objective is to provide the DAA Committee members information sufficient to understand the qualifications of each Finalist. Under extraordinary circumstances, the President of the Alumni Board and/or the Chair of the DAA Committee may include additional nominees to be considered as Finalists during the fall Alumni Board meeting who were not included on the Master List during the prior spring Alumni Board meeting. On a date chosen by the DAA Committee Chair, but no less than two weeks prior to the fall Alumni Board meeting, each member of the DAA Committee member shall rank the Finalists and submit this ranking to the Director of Alumni Engagement, along a list of any questions about the Finalists.

The DAA Committee will convene at the fall Alumni Board meeting and reach a final decision on the nominees. The selections shall be reported to the entire Alumni Board at the fall meeting.

#### **VI. Notification Procedure**

Recipients of the award shall be notified through a letter immediately following the fall meeting of the Alumni Board. The award winners receive their awards on campus during Alumni Weekend except under unusual circumstances.

#### **VII. Award Presentation**

During Alumni Weekend, the Distinguished Alumni Award recipients shall be presented with their awards by the President of the Alumni Association, the Chair of the DAA Committee, and/or other selected individuals, in a public presentation.

#### **VIII. Amendments**

Amendments to these Guidelines may be proposed by the DAA Committee and must be approved by the Alumni Board.

Adopted February 25, 1961, Amended September 9, 1967, February 2, 1975  
April 19, 1986  
April 29, 2000  
April 21, 2007  
April 30, 2010  
April 30, 2011  
November 12, 2011



***What is the College of Wooster Alumni Association?***

Wooster alumni are an important part of the life of the College. Because of the College's genuine interest in its alumni, Wooster fully supports the Office of Alumni and Parent Engagement, also home of the Alumni Association. The office and the Alumni Association exist first to support the mission of the College which is to prepare students to become leaders of character and influence in an interdependent global community. We engage motivated students in a rigorous and dynamic liberal education. Mentored by a faculty nationally recognized for excellence in teaching, Wooster graduates are creative and independent thinkers with exceptional abilities to ask important questions, research complex issues, solve problems, and communicate new knowledge and insight.

Additionally, Alumni and Family Engagement seeks to provide educational, recreational, cultural, and social opportunities for Wooster alumni. The Association endeavors to maintain communication between alumni and the College and to provide alumni with opportunities to be of service to Wooster.

***When was the Alumni Association founded?***

In 1873 the classes of 1871 and 1872 gathered during Commencement, at which time they started an informal organization and decided to meet annually at Commencement.

***Who belongs to the Alumni Association?***

Any person who has been admitted to and has attended Wooster for at least one semester (including non-graduates) is considered a member of the Alumni Association.

***What is the role of the Alumni Board?***

The Alumni Board is an advisory body, and the executive leadership of the Alumni Association. It reviews and advises the staff of the College about alumni engagement programs, effective use of alumni volunteers in the areas of admissions, career services and development; determines awards and selects recipients; and provides feedback and suggestions to the College administration.

***Do members pay "dues" to the Alumni Association***

No. The programs and efforts of the Office of Alumni and Family Engagement are fully supported by the College's annual operating budget.

***Where is the Office of Alumni and Family Engagement?***

On the first and second floor of the Gault Alumni Center.

***What does the Office of Alumni and Family Engagement do?***

The staff runs all the programs of the Alumni Association. The staff handles day-to-day communication with alumni, maintains accurate alumni information, and provides liaison support between the College and its alumni.



### **PROGRAMS of Alumni & Family Engagement**

The team in Alumni & Family Engagement coordinates a variety of programs, services, and volunteer opportunities to engage alumni in the life of the College. Opportunities include, but not limited, to:

- Reunion Weekend
- Homecoming Weekend
- Regional Alumni Programs

### **AWARDS**

The office also oversees several award programs to recognize outstanding Scots:

- Distinguished Alumni Award
- John D. McKee Alumni Volunteer Award
- Outstanding Young Alumni Award
- Sara L. Patton Stewardship Award

### **COMMUNICATIONS**

The College communicates with alumni in a variety of ways including:

- Wooster Magazine
- Alumni E-newsletter
- Social Media
- Web page

### **Groups**

A series of affinity groups help to connect alumni with shared experiences on campus:

- Black Alumni Council
- LGBTQ+ Alumni Network
- Latinx Alumni Network
- W Association

### **VOLUNTEER OPPORTUNITIES**

Alumni often volunteer for the College helping with Admissions, Career Planning, class reunions, and Annual Giving.

### ***Class Officers***

Class officers act as a liaison between their classmates and the College. Officers are elected every five years at Alumni Weekend and hold five-year terms.

For a complete listing of Alumni & Family Engagement offerings, visit [Wooster.edu/alumni](https://wooster.edu/alumni).