Sage Hill Alumni Council Charter
As of 5.1.2017

Purpose:

- The Sage Hill Alumni Council is the governing body of the Sage Hill Alumni Association. The Alumni Council seeks to create an inclusive and supportive community for Sage Hill graduates that is actively involved in campus life and engaged with one another.

- The Alumni Council is focused on several strategic pillars for the 2017 year listed below.

Connectivity: Networking, Class Notes, Sage Hill Connect & Mentorship
Generating initiatives through which Sage Hill alumni can mentor and network with one another is one of the main objectives of the Alumni Council; keeping us connected to each other and to the Sage Hill community. The Networking & Mentorship Committee seeks to support existing methods of communication between alumni as well as cultivate new avenues through which they can connect and assist one another, especially professionally. Individuals who are interested in strengthening the bonds between classmates and within our Alumni Association as a whole are welcome to join the Networking & Mentorship Committee.

Reunions
As implied, the Reunion Committee will focus most specifically on planning alumni reunions. This committee will predominantly be utilized for the Alumni Holiday Party (December) and the All-Alumni Reunion (June/same weekend as graduation), and may be solicited to assist class representatives with individual 5- or 10-year reunion planning. Reunions are the principal alumni events of the year and the Advancement Office continually seeks input and assistance from those most dedicated to seeing these events succeed, our alumni! Join the Reunion Committee to support reunion planning, outreach, and promotion.

Regional Events
As our alumni grow and move abroad, we hope that they continue to pursue opportunities to connect with one another beyond our campus walls. Our Regional Events Committee seeks to facilitate these connections! Alumni gatherings occur in different cities across the country at various times throughout the year. While many are initiated by Sage Hill administrators during their travels, the Regional Events Committee hopes to empower alumni to cultivate even more opportunities to interact. Members of the committee may currently live near our target cities and will assist the Advancement Office in planning regional events, including providing location suggestions and promoting the event.

S.H.I.P., Career Day, and Other Ways to Engage with Students
The Sage Hill Internship Program (SHIP) enables students to contemplate and explore potential future careers. As our alumni advance in their own careers, the SHIP Committee will enable these alumni to give back to Sage Hill in a most meaningful way, by mentoring and providing opportunities for our students’ professional development. The committee will stimulate alumni to get involved in the SHIP program by communicating the opportunity to apply for many job internships, and by encouraging them provide internships for which Sage Hill students may apply. Join the SHIP Committee to facilitate the opportunity for our students to discover their passions and pursue meaningful careers.

Annual Fund
The Annual Fund is a vital component of Sage Hill School’s operating budget each year. Tuition alone does not cover the full cost of educating a student at Sage Hill; the substantial amount of money raised through the Annual Fund each year is critical in enabling the school to meet the immediate costs of educating students and helping them find their passion. Every member of the Sage Hill community is
asked to make a gift to the Annual Fund. The Annual Fund Committee will support the Advancement Office’s fundraising efforts by developing strategies to encourage alumni to make meaningful gifts that are commensurate with their financial ability. All Alumni Council members are encouraged to participate in the Annual Fund.

Meetings:
- All-Alumni Council meetings will be held quarterly for approximately one hour in duration. The Alumni Liaison will coordinate these meetings. The goal of these meetings is to plan for and support the Alumni Council’s activities and objectives.

- Smaller task force meetings will occur via email, phone, or in-person based on the work plan set forth by each task force based on the needs of their particular project. Updates from task force meetings should be sent to the Alumni Liaison for inclusion in monthly updates and task force members may be solicited to share these updates during larger All-Alumni Council meetings.

- Meeting minutes are emailed by the Secretary to all council members within one week following a given All-Alumni Council meeting and provided again as a reminder at least one week prior to the next meeting for approval.

Membership:
- Eligibility: Any person who has graduated from Sage Hill School since its inception and in good standing is eligible to be on the Alumni Council.

- Membership: During 2017, membership can be initiated by a person eligible to be on the Alumni Council by expressing an interest to the Alumni Officer of Sage Hill School and/or the President of the Alumni Association.

- Expectations: Members of the Sage Hill Alumni Council must agree to abide by a particular set of expectations as a condition of membership. Generally speaking, the items listed below should be viewed as minimum requirements/guidance regarding the expectations of council members during their term.

  - Regularly attend and actively participate in council meetings.
  - Notify the Alumni Liaison and President should you be unable to attend a meeting for which attendance is otherwise expected, giving as much notice as you possibly can.
  - Conduct yourself in a professional and courteous manner in all forms of correspondence
  - Choose at least one task force, initiative, or small group to be involved with each year that matches your interests and work to move the council forward in that area so as to benefit the entire Sage Hill Alumni Association.
  - Actively support the Council’s efforts to connect members of the Sage Hill Community by helping to publicize upcoming events, sharing information across social media channels as appropriate, and direct other alumni to our social media & Sage Hill Connect pages.
  - Actively seek out individuals to showcase in Alumni Notes.
  - Share your perspective regarding the needs of the Alumni Association so we can best support the Alumni community.
  - Serve as a positive ambassador for Sage Hill in all situations and maintain the reputation of the school and this council in all things.
Terms:
Members will be expected to serve a two-year term. Terms can be renewed up to two times (serving up to six years total). After six months of non-attendance or non-correspondence, members may be removed from the Sage Hill Alumni Council at the discretion of the simple majority of members Executive Committee + Alumni Liaison.

Officers:
The elected officers of the Council, known as the Executive Committee, will include a President, Vice President, Immediate Past President and Secretary. Each elected officer’s term is two years. Elected officers are expected to be present at all meetings, except in extenuating circumstances.

The Executive Committee will consist of the following:

- President: The role of the President is that of a representative of the Association. The President will be responsible for running the board meetings. The President has the power to call meetings and shall inform council members of the actions of the Executive Committee by periodic reports.

- Immediate Past President: The Immediate Past President shall oversee member and officer nominations and conduct the elections, as well as such other duties as assigned by the President.

- Vice President: The Vice President shall perform the duties of the President in case of the President’s absence or disability. The Vice President shall replace the President for the remainder of the existing term if the President cannot continue fulfilling his or her duties. The Vice President shall oversee the organization of Association events in conjunction with the President and the Alumni Council Liaison. The Vice President shall additionally have such other duties as assigned by the President.

- Secretary: The Secretary shall maintain records and document internal communications on behalf of the Board. The Secretary’s duties will include taking and distributing minutes and notifying board members of meetings and events. The Secretary shall additionally have such other duties as assigned by the President.

- Alumni Council Liaison: The Alumni Council shall be supported by a member of the Alumni Office and will be referred to as the “Alumni Council Liaison.” The Alumni Council Liaison’s duties will include keeping the Council informed of and aligned with the School’s goals and objectives for the Alumni Association. The Alumni Council Liaison will attend meetings and support the Board in planning Alumni Association Council meetings and events.