**Adler Graduate School Alumni Association (AGSAA) Handbook**

**Purpose:** AGSAA Handbook is developed to demonstrate its ongoing commitment to serving the alumni, students and the community. The Handbook is considered as a necessary system of review in place to guard against risk and performance management problems. All AGSAA policies, rules and regulations are subject to change but are created to help AGSAA officers set clear performance standards, expectations and professional boundaries. They are established to set the parameters of good practice.

**Structure:** AGS Alumni Association is a non-profit organization serving alumni, students and the community. The Alumni Association is governed by the alumni committee board and the president. As of February 2011, there are eight alumni committee members including the president. The Alumni Association is also a vital part of the school, therefore cooperation and communication with the Academic Vice-President, Director of Admissions and Student Services are important in meeting the needs of alumni, students and the community.

**Alumni Association membership:** All AGS alumni are members of the Alumni Association. However, alumni members who pay the annual membership fee of $10.00 will help sustain and support the Alumni Association. They are entitled to receive certain membership benefits. The Alumni Association annual membership fee and other forms of donations are important in supporting its operations and providing various ongoing activities to enhance educational and professional development for the alumni and students.

**Alumni Committee:** The Alumni Association committee members are all active volunteers serving the alumni community and students. Currently no set term of office has been established. Alumni committee members are expected to attend and participate in the scheduled Alumni Association meetings as well as other inter-organizational meetings to represent the Alumni Association. All official meeting minutes will be recorded and distributed via e-mail.

AGSAA recognizes and respects alumni committee members’ busy schedule and will be flexible with accommodating their needs. If physical presence of an alumni committee member in the meeting is not possible, he/she is responsible for monitoring e-mail communication and will make every effort to provide input and actively participate in the decision-making process.

Key job tasks of the alumni committee member include:

- Engage in AGSAA program development, process, and content and outcome evaluation.
- Perform specially assigned projects as outlined in the strategic action plan.
- Participate in decision-making process.
- Participate in fund raising efforts.
- Advocate for the Alumni Association and the alumni society in general.
Mentoring Program Coordinator: In 2011, the Alumni Association and AGS administration have worked collaboratively to re-establish the mentoring program to help support current students to succeed in their academic work, internship and transition to future careers.

The Mentoring Program Coordinator is an unpaid volunteer position, and key job responsibilities include:

- Assist in recruiting alumni mentor volunteers.
- Develop and participate in Mentoring Program promotional activities.
- Schedule and facilitate meetings with alumni mentor volunteers and provide ongoing training and support.
- Coordinate and maintain mentoring program record keeping, perform administrative and managerial duties as needed.
- Effectively communicate and collaborate with the faculty liaison to address confidentiality, or clinical issues that might arise in the mentoring relationships.

Mentoring Program Faculty Liaison: AGS faculty member, Sue Brokaw, LMFT has volunteered to serve as the Faculty Liaison for the Mentoring Program. Currently, there is no set term established as this is a volunteer position. The Faculty Liaison will serve as the key link between the Alumni Association, AGS administration and student body. The primary responsibilities of the Faculty Liaison include: development, promotion, monitoring, management and evaluation of the Mentoring Program.

In addition, the Faculty Liaison is responsible for participating in alumni mentor training, providing risk management, problem solving and clinical consultation and addressing confidentiality issues as needed.

Leadership role: The Alumni Association president is a volunteer position responsible for scheduling, facilitating and setting agendas for the official meetings. Currently, no set term has been established.

The following are specific job duties of the president:

- Engage in fundraising activities in order to meet the fiscal needs of the AGSAA.
- Oversee AGSAA program development, monitoring and evaluation.
- Recruit alumni committee members and volunteers.
- Participate in alumni and students service planning.
- Participate in AGSAA strategic action plan.
- Maintain accurate, timely, and thorough record keeping of all AGSAA meetings and business transactions.
- Engage in AGSAA risk management measures.