

Alumni Council Responsibilities, Duties, and Committees
Section V

Alumni Communications Advisory Board.....	1
Alumni Involvement/New Initiatives Committee	2
Alumni Scholarship Committee	3
Benny Award Committee.....	4
Corporate Sponsorship Committee	5
Distinguished Alumni Award.....	6
Executive Director's Award.....	7
Executive and Finance Committee	8
G.O.L.D. Award Committee.....	9
Nominating Committee.....	10
Oliver Bumb Scholarship Committee.....	11
Robert E. Linson Scholarship Committee	13
Services Committee	14
Strategic Planning Committee	15
Technology Committee	16
Alumni Council Committee Assignments	17

ALUMNI COMMUNICATIONS ADVISORY BOARD

Membership:

Alumni Communications Advisory Board members are appointed by the Alumni Council chairman. The board will be comprised of nine representatives and will serve in one, two, or three-year terms. Five at-large members will be appointed, in addition to the following: the Alumni Council chairman, a journalism department representative, a representative appointed by the vice-president for University Advancement, and a representative from the Alumni Council. Ex-officio members will include the director of alumni communications and the president of the Alumni Association.

Terms of Service:

The board will be comprised of nine representatives and will serve in one, two, or three-year terms.

Responsibilities & Duties:

1. Attend all meetings of the Communications Advisory Board.
2. Review, project, and recommend direction for the Ball State *Alumnus* magazine.
3. Write or recommend appropriate authors for stories as requested.
4. Review alumni publication budgets and provide expertise and advice.
5. Review partnerships with designers and printers and make recommendations, as requested.

ALUMNI INVOLVEMENT/NEW INITIATIVES COMMITTEE

Membership:

Alumni Involvement/New Initiatives Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Alumni Involvement/New Initiatives Committee.
2. Advise, counsel, and give of time and talent to the Alumni Involvement/New Initiatives Committee.
3. Serve as a resource person to enable the Alumni Association to help the university meet the goals of the Strategic Plan through enrollment, scholarships, outreach, pride, and participation.
4. Assist staff liaison in reporting information at Alumni Council meeting.

ALUMNI SCHOLARSHIP COMMITTEE

Membership:

Alumni Scholarship Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Alumni Scholarship Committee, approximately one (1) per calendar year.
2. Review applications for the Legacy Scholarship submitted by children and grandchildren of Ball State University alumni.
3. Select recipients based on merit and award financial aid accordingly. (The minimum stipend is \$500.)
4. Review and be familiar with the criteria for awarding the scholarship (see below).

Criteria for Awarding the Scholarship:

1. The award is open to any returning full-time undergraduate student or admitted and entering full-time freshman whose parent, grandparent, or guardian is an alumnus of Ball State University.
2. The parent, grandparent, or guardian must be an active member of the Ball State University Alumni Association. Active membership is attained by making an annual contribution to the Ball State University Foundation.
3. The award is a one-time stipend and is not renewable in successive years.
4. Financial need may be considered but is not necessary to receive this award.
5. Preference will be given to entering freshmen in the top 20% of their high school classes at the completion of the seventh semester, and to undergraduate applicants with a 3.0 accumulative grade point average or better at the end of the current year, fall semester.
6. All qualified applicants will have an equal opportunity to compete for the scholarship. There will be no restriction as to the age, race, creed, color, sex, U.S. citizenship, or national origin of the possible recipient.

BENNY AWARD COMMITTEE

Membership:

Benny Award Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Benny Award Committee, approximately one (1) per calendar year.
2. Review and be familiar with the award criteria (see below).
3. Review nominations submitted and select candidate(s) most suited to receive the award for the year.
3. Continually submit nominations to the Alumni Association for future consideration.

Criteria for Award:

1. Eligible candidates are Ball State alumni, university employees, community individuals, corporations, or businesses that contribute outstanding service in support of the university or Alumni Association.
2. All nominations remain active for three (3) years.
3. No individual, business, corporation, or organization may receive the award more than once.

CORPORATE SPONSORSHIP COMMITTEE

Membership:

Corporate Sponsorship Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Corporate Sponsorship Committee.
2. Advise, counsel, and give of time and talent to the Corporate Sponsorship Committee.
3. Serve as a resource person for the Corporate Sponsorship Committee in terms of recognizing potential corporate sponsors for the Alumni Association and determining appropriate sponsorship benefits.
4. Assist staff liaison in reporting information at Alumni Council meetings.

DISTINGUISHED ALUMNI AWARD COMMITTEE

Membership:

Distinguished Alumni Award Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) to two (2) years, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Distinguished Alumni Award Committee, approximately two (2) per calendar year.
2. Review and be familiar with the award criteria (see below).
3. Review nominations submitted and select candidate(s) most suited to receive the award for the year.
4. Continually submit nominations to the Alumni Association for future consideration.
5. The chairman of the Distinguished Alumni Award Committee will present the committee's selection to the Alumni Council at the summer meeting each year for approval.

Criteria for Award:

1. Must hold a degree from Ball State University, unless requirement waived by two-thirds vote of the Alumni Council.
2. Members of the Alumni Council are not eligible to receive the Distinguished Alumni Award during their term of service on the Council.
3. A maximum of three (3) awards may be given annually.
4. All nominations remain active for three (3) years, unless resubmitted by vote of the Distinguished Alumni Award Committee.

EXECUTIVE DIRECTOR'S AWARD

The Executive Director's Award is an Alumni Association award for unique or outstanding service to the Ball State University Alumni Association.

Recipients:

1. Given to any alumnus who has demonstrated outstanding or unique service to the Ball State University Alumni Association. The award is presented after completion of the service.
2. This award should be in addition to the Benny Award, not in lieu of it.
3. The presentation can be awarded at any appropriate public gathering of Ball State University alumni.

Selection:

Recipients are selected by the president of the Ball State University Alumni Association in consultation with the executive committee and/or the staff of the Ball State University Alumni Association.

All awards are based upon merit. The award may not be received more than once by any one individual.

Financing:

The Ball State University Alumni Association financially supports this award. The award is a glass-engraved plaque.

EXECUTIVE AND FINANCE COMMITTEE

Membership:

Membership shall include the officers of the Association and the elected members at-large as indicated in the By-Laws. The officers of the Association shall be a chairman, chairman-elect, vice chairmen, BSU Foundation representative, past-chairman, and president of the Alumni Association. Their duties shall be the normal ones associated with such offices. The duties of the vice-presidents shall be determined annually by the president with input from the past-chairman, chairman-elect, and president. The president will also serve as treasurer of the Ball State University Alumni Association and publisher of the *Ball State Alumnus*.

Term of Service:

Committee members are elected to serve for a term of one (1) year, except the chairman-elect and BSU Foundation representative which is for three (3) years.

Responsibilities & Duties:

1. The management of affairs of the Association shall be vested in an Alumni Council, an Executive Committee, and the officers.
2. Attend all meetings of the Executive and Finance Committee, approximately four (4) per calendar year.
3. Review and be familiar with criteria for membership on the Alumni Council and Board of Trustees.
[BSUAA By-Laws, Section 1 (Alumni Council) A. (Membership)]
4. Implementation of Alumni Council policy and recommendation of policy matters to the Alumni Council.
5. Appointment of appropriate standing and special committees upon recommendation of the president of the Association.
6. Select a qualified alumnus to be nominated to serve as the BSUAA representative on the Ball State University Board of Trustees for Alumni Council and governor's approval.
7. Recommendation of agendas for Alumni Council Meetings.
8. Recommendation of the Alumni Association yearly budget for Alumni Council and approval.
9. Conduct an audit at the end of each fiscal year regarding the annual budget.

G.O.L.D. AWARD COMMITTEE

Membership:

G.O.L.D. Award Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the G.O.L.D. Award Committee, approximately one (1) per calendar year.
2. Review and be familiar with the award criteria (see below).
3. Review nominations submitted and select candidate(s) most suited to receive the award for the year.
4. Continually submit nominations to the Alumni Association for future consideration.

Criteria for Award:

1. The nominee must have received his or her initial bachelor's degree from Ball State University within ten years of January 1 of the year of recognition.
2. The nominee should demonstrate success in his or her professional field.
3. The nominee should demonstrate activity in two or more of the following areas: public service to community, non-profit organizations, educational organizations, professional organizations, the Ball State University Alumni Association, or Ball State University.
4. This award should not replicate the Ball State University Alumni Association Benny Award or be perceived as a Junior Ball State University Alumni Association Distinguished Alumni Award.

NOMINATING COMMITTEE

Membership:

Nominating Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Nominating Committee, approximately one (1) per calendar year.
2. Under the guidance of the president-elect and executive director, select qualified alumni to serve as at-large members on the Alumni Council as vacancies occur.
3. Select qualified Alumni Council members to serve on the Executive Committee.
4. Select qualified Alumni Council Executive Committee member to serve as president-elect for the coming year.
5. Review and be familiar with criteria for membership on the Alumni Council.
[BSUAA By-Laws, Section 1 (Alumni Council) A. (Membership)]
6. The chairman of the Nominating Committee will present the committee's recommendations to the Alumni Council at the fall meeting conducted each year for approval.

OLIVER BUMB SCHOLARSHIP COMMITTEE

Membership:

Bumb Scholarship Committee members are composed of the following people: Cardinal Corps president or a designated member of Cardinal Corps not eligible for the award, Cardinal Corps faculty advisor, St.A.R.T. president, Alumni Association president, University Advancement vice president, a Bumb family representative, and a member of the Alumni Council.

Purpose:

Oliver Bumb served Ball State University as a dedicated employee in many capacities for nearly 30 years. After retiring from the position of Vice President for Public Affairs and University Development in 1976, Dr. Bumb continued to maintain strong support for and interest in many areas of the University and served as Ball State's National Annual Fund Chairman in 1985. Because Bumb was so instrumental in the founding of Cardinal Corps, Ball State's official organization of student hosts, and insofar as Bumb has maintained a keen interest in the organization and the members of the organization, the Oliver Bumb Award is being established by the Ball State University Alumni Council to promote student involvement in Cardinal Corps. Through the Oliver Bumb Award, it is intended that recognition and financial assistance will be provided to Ball State students who contribute their time, energy, and talents to Ball State University and the Cardinal Corps.

Objective:

In 1985, \$2000 was initially allocated by the Alumni Council for this fund and is held in trust, invested and disbursed by the Ball State University Foundation. After achieving endowed status, the interest earned by the fund each year determines the total financial amount to be awarded. The maximum award to any individual student each year is \$1,500.00. When the interest generated exceeds \$1,500.00, more than one award may be presented at the discretion of the selection committee. In any year when an award is not made, the interest accrued will be added to the corpus of the fund.

Criteria:

1. To be awarded annually to one or more Ball State students who have devoted their time and energy in service to Cardinal Corps. Recipients must be members in good standing of Cardinal Corps and must attend Ball State during the autumn quarter following their selection as an Oliver Bumb Award recipient.
2. The recipient shall be selected by a committee composed of the following people:
 - a. President of Cardinal Corps or a designated member of Cardinal Corps not eligible for the award.
 - b. Faculty Advisor, Cardinal Corps
 - c. President, Student Alumni Relations Team
 - d. Executive Director, Alumni Programs
 - e. Vice President, University Advancement
 - f. Dr. Oliver Bumb or a representative designated by Dr. Bumb shall also serve as a voting member of the Selection Committee.
 - g. Alumnus of Cardinal Corps.
3. The Oliver Bumb Award shall be awarded to a student(s) regardless of sex, race, national origin, ethnic background, or financial status of the student(s) and/or the student's parents.
4. The decisions of the Selection Committee shall be final. If, in the best judgement of the Committee, no suitable recipient exists, no award need be made.

5. To be considered for the award, an interested student must submit a written application which will be used by the Selection Committee when candidates for the award are evaluated.

Procedures:

1. The Selection Committee must meet no later than the last week in April to select the award recipient(s) from the list of applicants compiled by the Alumni Programs Office. All applicants must be members in good standing of Cardinal Corps and must state their intention of continuing their membership in Cardinal Corps during the succeeding academic year.
2. The name(s) of the recipient(s) and the amount of the award(s) will be forwarded to the office of Student Financial Assistance no later than the last week of May. The office of Alumni Programs shall in turn notify the recipient(s) and all appropriate offices.
3. No cash awards will be made directly to a student. The award will be credited to the student's account through the University system.

ROBERT E. LINSON SCHOLARSHIP COMMITTEE

Membership:

Linson Scholarship Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Linson Scholarship Committee, approximately one (1) per calendar year.
2. Review applications and select the most qualified candidate.
3. Review and be familiar with the selection criteria (see below).

Criteria for Awarding the Scholarship:

1. The recipient must have devoted his/her time and energy as outstanding participants in student-alumni related activities.
2. Recipients must be entering at least their second year of undergraduate study at Ball State University during the autumn semester following their selection as a Robert E. Linson Award recipient.
3. If, in the best judgment of the committee, no suitable recipient exists, no award need be made.

SERVICES COMMITTEE

Membership:

Service Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Service Committee.
2. Advise, counsel, and give of time and talent to the Service Committee.
3. Serve as a resource person for the Service Committee.
4. Assist committee liaison in reporting information at Alumni Council meetings.
5. Create programs/services per direction from committee liaison.

STRATEGIC PLANNING COMMITTEE

Membership:

Strategic Planning Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Strategic Planning Committee
2. Advise, Counsel, and give of time and talent to the Strategic Planning Committee.
3. Review and be familiar with existing programs, services, and job positions of the Alumni Association.
4. Give direction and create a strategic plan for the Alumni Association.

TECHNOLOGY/NEW MEDIA COMMITTEE

Membership:

Technology/New Media Committee members are appointed to the committee by the Alumni Council chairman.

Term of Service:

Committee members serve for a term of one (1) year, as assigned by the Alumni Council chairman.

Responsibilities & Duties:

1. Attend all meetings of the Technology/New Media Committee.
2. Advise, counsel, and give of time and talent to the Technology/New Media Committee.
3. Serve as a resource person for the Technology/New Media Committee in terms of testing hardware, software, and technological services such as the Alumni Association's World-Wide Web site.
4. Assist staff liaison in creating new technology-related programs and services and in reporting information at Alumni Council meetings

**Ball State University Alumni Association
2012 Alumni Council Committee Assignments**

Alumni Communications Advisory Board

1. Terry Coleman
 2. Tom Farris
 3. Lisa Floreancig
 4. Denise Greer
 5. Brian Hayes
 6. Kathy Kish
 7. Holly Miller
 8. Don Park
 9. Wynn Smiley
- Liaisons: Don Park
Jon Gorman

Distinguished Alumni Award Committee

1. Tom Farris (1 year), Chair
 2. John Bowles (2 years)
 3. Sam DeWeese (1 year)
 4. Kerry Hendel (2 years)
 5. Holly Mahnensmith (1 year)
 6. Larry Metzging (1 year)
 7. Annette Munoz (2 years)
 8. Mike Shumaker (2 years)
- Liaison: Sue Taylor

Alumni Scholarship Committee

1. John Bergman, Chair
 2. Gwen Adell
 3. Tom Andrews
 4. Tom Farris
 5. Brian Hayes
 6. Jim Ittenbach
 7. Heather Perry
 8. Doug Reddington
 9. Robin Sparks
- Liaison: Tracy Hendricks

Engagement Committee

1. Christy Horn, Chair
 2. Tom Andrews
 3. Kerry Hendel
 4. Kim Stout
 5. Doug Reddington
 6. Robin Sparks
 7. Ebony Strong
 8. Vince Von Der Vellen
 9. Nick Zuniga
- Liaison: Don Park

Benny Award Selection Committee

1. Mike Chisley, Chair
 2. Julie Bradshaw
 3. Chris Courtney
 4. Fred Cox
 5. Jim Ittenbach
 6. Greg Jacoby
 7. Ebony Strong
 8. Kathy Thomas
 9. Vince Von Der Vellen
- Liaison: Steve Fulton

Executive and Finance Committee

1. Kim Stout, Chair
 2. Jim Andrews
 3. Jenny Budreau
 4. Terry Coleman
 5. Fred Cox
 6. Wayne Estopinal
 7. Larry Metzging
 8. Robin Sparks
 9. Don Park
- Liaison: Debbie Linegar

G.O.L.D. Award Committee

1. Lori Wean, Chair
 2. Tom Andrews
 3. Christy Horn
 4. Greg Jacoby
 5. Jackie Johnston
 6. Lana Manikowski
 7. Mike McMillen
 8. Pamala Morris
 9. Kathy Thomas
- Liaison: Kate Webber

Services Committee

1. Vince Von Der Vellen, Chair
 2. CFA Representative
 3. Chris Courtney
 4. Sam DeWeese
 5. Brian Hayes
 6. Lana Manikowski
 7. Heather Perry
 8. Lori Wean
 9. Nick Zuniga
- Liaison: Debbie Lineg

Nominating Committee

1. Fred Cox, Chair
 2. Jim Andrew
 3. John Bergman
 4. John Bowles
 5. Mike Chisley
 6. Kerry Hendel
 7. Holly Mahnensmith
 8. Annette Munoz
 9. Nick Zuniga
- Liaison: Don Park

Strategic Planning Committee

1. Kim Stout, Chair
 2. Jim Andrew
 3. Jenny Budreau
 4. Terry Coleman
 5. Fred Cox
 6. Wayne Estopinal
 7. Larry Metzging
 8. Don Park
 9. Robin Sparks
- Liaison: Debbie Linegar

Oliver Bumb Scholarship Selection

1. Terry Coleman, Chair
 2. President of Cardinal Corps.
 3. Brian Meekin, Faculty Adv., Cardinal Corps.
 4. President of St.A.R.T.
 5. Hudson Akin, VP - Advancement
 6. Bumb Family Representative
- Liaison: Don Park

Technology/New Media Committee

1. Christy Horn, Chair
 2. Gwen Adell
 3. Julie Bradshaw
 4. Jackie Johnston
 5. Mike McMillen
 6. Pamala Morris
 7. Doug Reddington
 8. Ebony Strong
 9. Kathy Thomas
- Liaison: Steve Fulton

Robert E. Linson Scholarship Selection

1. Mike Shumaker, Chair
 2. Kim Stout
 3. Bob Linson
 4. President of St.A.R.T.
 5. Don Park
- Liaison: Sue Taylor

