



# **ALUMNI EXPERIENCE COMMITTEE**

## **CADETS ARTS & ENTERTAINMENT, INC.**

### **PURPOSE**

The Committee will work in coordination with the Office to build and maintain a community of Alumni that is actively engaged with the Cadets Arts and Entertainment (CA&E) organization.

### **MISSION**

This committee will support the organization by creating and executing a comprehensive engagement strategy that enables all generations of Cadets alumni to participate in building the future for the Cadets Arts and Entertainment organization.

### **MEMBERSHIP**

Membership of the Alumni Experience Committee will consist of at least 3 Board of Directors, and 3 or more non board members that will support the purpose and mission of the committee.

### **CHAIRPERSON**

The Committee will nominate the chairperson of the Alumni Experience Committee for approval by the Board. The term of the Chair shall be a maximum of two years consistent with Officer term limits described in Article III, Section 7 of the bylaws.

### **ACTIVITIES, DUTIES, & RESPONSIBILITIES**

1. Create an Engagement Plan for FY 20 and FY21 that describes the activities and events required to provide a wholistic experience accessible to all Cadets Alumni, regardless of generation, physical location, or economic means. The plan will describe:
  - a. The approach to collecting and managing data on alumni in conjunction with the CA&E Office staff and will also address outreach to alumni who are not currently represented in the organization's data.
  - b. The approach to communications and engagement for the purpose of informing the broader alumni community about activities of the organization, organization requirements for support, and upcoming events, functions, and activities (including both Committee-run events and Office-run events). This approach will be developed in coordination with the CEO and the CA&E Office, and will describe the use of the regional coordinators.
  - c. The approach to Committee-run events, functions, and activities, specifically describing the role of the CA&E Office, the Cadets Volunteer Association, and an anticipated involvement by the CA&E Board of Directors.
  - d. The specific Committee-run events, functions, and activities proposed for FY20 and FY21 (e.g., through 31 October 2021). The proposed dates will be coordinated with the CA&E Office through the CEO. Each event will be described in sufficient detail to clearly identify its scope and feasibility, its cost, its potential income (if any), and the primary point of contact/responsible party.

2. Provide comprehensive support for the implementation of the Engagement Plan including:
  - a. Ensuring each proposed event, function, or activity is staffed with volunteers and that each designated primary point of contact/responsible party has the resources to successfully accomplish their responsibility.
  - b. Managing and monitoring preparation for each event, function, or activity and promptly reporting issues to the CEO and to the Board as a whole as part of the Board's regular business.
  - c. Coordinating with the CEO and the Compliance Officer of the Board to ensure that volunteer positions are clearly described in writing, and that all volunteers supporting Committee-led events, functions, and activities are in compliance with the organization's policies and procedures for ensuring participant and volunteer safety.
  - d. Coordinating with the CEO and the Treasurer of the Board to ensure that all proposed activities involving the handling of credit cards transactions and cash are done in accordance with the organization's accounting policies and procedures.
  - e. Coordinating with the CEO, the Compliance Officer, and the Chairman of the Board to ensure that any risk items are appropriately identified and mitigated, including legal and regulatory compliance, insurance, and indemnification, etc.
3. Provide support for the administration of the annual Cadets Hall of Fame elections, including any associated events.
4. As requested, support the CEO and the Development Director of the organization in supporting Office-led events, activities, and functions, including (but not limited to): fundraising campaigns, drum corps shows, and tour events. Support may include outreach to alumni to provide volunteer support, financial support, or in-kind donations.

## **DELEGATION OF AUTHORITY**

The Alumni Experience Committee operates under the auspices of the Board of Directors.

## **STANDARD COMMITTEE EXPERIENCES**

The Alumni Experience Committee shall meet a minimum of monthly. The Charter for the Committee shall be reviewed at least annually with amendments proposed to the Board of Directors as necessary. Meeting minutes shall be recorded of each official Committee meeting and provided to the Board for review before the next scheduled Board meeting. Periodic and annual reports and audits shall be presented to the Board at the Annual Meeting and as directed by the Chairperson of the Board.

## **FORMALITIES**

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