



COMMITTEE STRUCTURE



OPERATIONAL COMMITTEES

AUDIT COMMITTEE

Jenny Smith, Chair
Emily Hansen, Chair-elect
Abby Croll, Past Chair
Cindy Adams, Board Associate
Emily Hansen, Board Associate
Tom Mangan, Board Associate
Chris Moon, Board Associate
Amy Crabbs, Lead Staff Liaison

Objective:

To review the fiduciary actions of the Association to ensure that appropriate accounting policies and internal controls are established and followed. The committee is also responsible for ensuring that the Association issues financial statements and reports on time and in accordance with its regulatory obligations. Furthermore, the committee serves as the link between the Association and its independent, outside auditor.

The Audit Committee shall, at its sole discretion, have the authority to review any of the operations of the Association, its Board, or any of the Board committees. The members of the committee are independent of management and cannot be currently serving on the Executive Committee. The committee reports directly to the Board as a whole.



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Responsibilities:

The Audit Committee shall:

Pre-Audit

- Recommends the appointment (or reappointment) of the independent audit firm directly to the Board of Directors. (RA)
- Reviews and approves the scope and approach of the audit as proposed by the independent auditor. (RA)
- Reviews the independent auditor's fee arrangements. (RA)
- Reviews, with the Association's counsel, any legal matters, including the chief executive's compensation and benefits, to ensure that no irregularities exist. (I)

Audit

- Institutes special investigations, if necessary, and, if appropriate, request funding from the ISUAA Board of Directors to hire special counsel or outside experts to assist. (RA)
- Reviews management letters, including management responses and any plans to address recommendations made by the external auditors. (RA)
- Reviews and approves the results of the audit with the external auditors. (RA)

Post-Audit

- Answers Board directors' questions about the annual independent audit. (SR)
- Conducts a post-audit review of the financial statements and audit findings, including any significant recommendations made by the independent auditor in conjunction with its audit. (RA)
- Reviews the performance of the independent auditor. (I)

Other

- Monitors compliance with the Association's code of ethics and conflict-of-interest and nepotism policies. (RA)
- Reviews the findings of any examinations by regulatory or tax agencies. (I)
- Provides oversight of the internal control structure of the Association, and periodically reviews the adequacy of the control structures with the external auditors. (SR)
- Monitors compliance with federal, state, and other regulatory reporting requirements. Reviews accounting changes or regulations proposed or adopted by regulatory bodies or by Association management. (SR)
- Reviews tax policy changes from the Internal Revenue Service and proposed changes to Association programs or activities with respect to their potential impact on the Association's tax-exempt status or the Association's definition of tax-exempt activities, respectively, under IRC 501(c)(3). (SR)

Committee Action Key:

I: Committee will INFORM board of action taken

RA: Committee will RECOMMEND ACTION to board

SR: Committee provides a SUMMARY REPORT to board

Adopted by the ISU Alumni Association Board of Directors on Feb. 27, 2004.



COMMITTEE STRUCTURE

IOWA STATE UNIVERSITY ALUMNI ASSOCIATION AUDIT COMMITTEE CHARTER

Purpose:

The Iowa State University Alumni Association Audit Committee (hereinafter "Audit Committee") is appointed by the Iowa State University Alumni Association Board of Directors (hereinafter "Board") to oversee the accounting and financial reporting processes of the Iowa State University Alumni Association (hereinafter "ISUAA") and audits of the financial statements of the ISUAA. The Audit Committee shall assist the Board in monitoring (1) the integrity of the financial statements of the ISUAA, (2) the compliance by the ISUAA with legal and regulatory requirements as they apply to financial reporting matters, and (3) the independent auditor's qualifications, performance, and independence. The Audit Committee shall have and may exercise all the powers of the Board with respect to the specific authority delegated to the Audit Committee in this Charter or hereafter specifically delegated to the Audit Committee by the Board, except as may be prohibited by law.

The independent auditors of the ISUAA are ultimately accountable to the Audit Committee. The Audit Committee is directly responsible for the appointment, compensation, retention, and oversight of the work of the independent auditor, including resolution of disagreements between management and the independent auditor. In fulfilling that responsibility, the Audit Committee has the authority and responsibility to select, evaluate, and, where appropriate, replace the independent auditors. The Audit Committee shall recommend to the Board of Directors for approval all audit engagement fees and terms. The Audit Committee shall have the authority to engage in all other significant nonaudit engagements of the ISUAA's independent auditor. The Audit Committee also has the responsibility for evaluating and determining that the audit engagement team has the competence necessary to conduct the audit engagement in accordance with Generally Accepted Auditing Standards ("GAAS").

Committee Membership Structure:

The members of the Audit Committee shall be appointed by the Board on the recommendation of the Governance Committee.

- Audit Committee members may be removed by the Board.
- The Audit Committee shall consist of a minimum of five (5) members and no more than seven (7) Board Associate members appointed for one (1) staggered four-year term by the Board.
- The Audit Committee membership shall consist of at least one (1) but no more than two (2) joint members with the Finance Committee.
- Board directors serving on the Audit Committee will be appointed for one-year terms, and may serve more than one term.
- The Board of Directors shall approve a chairperson and vice chair of the Audit Committee.
- Officers will be Board Associates. If a Board Associate is elected to an officer position in the final year(s) of their term, their term will be extended to fulfill the officer position(s).
- The Chair of the Audit Committee will remain on the committee for one-year after their term as Chair ends.

It is the responsibility of the chairperson of the Audit Committee to schedule meetings and provide the Audit Committee with a written agenda for all meetings. If the chairperson position becomes vacant, it is expected that the vice chair will become the chairperson. Until such a vacancy occurs the vice chair will assist the chairperson in the execution of his/her duties, serve as the chairperson if he/she is unable, and perform duties assigned by the chairperson.

All committee members must have the ability to read and understand a set of financial statements with comparable breadth and complexity of accounting issues.

A majority of the Audit Committee members shall constitute a quorum for the transaction of business.

No Audit Committee member may accept any consulting, advisory or other compensatory fee from the ISUAA.



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Responsibilities:

The Audit Committee shall:

Financial Statement and Disclosure Matters

1. Review the annual audited financial statements with senior financial management, the Lora and Russ Talbot Endowed ISUAA President and CEO, and other employees deemed necessary by the Audit Committee and the independent auditor, including major issues regarding accounting and auditing principles, practices, and judgments, as well as the adequacy and effectiveness of accounting and financial internal controls that could significantly affect the ISUAA's financial statements.
2. Review an analysis prepared by management and the independent auditor of significant financial reporting issues and judgments made in connection with the preparation of the ISUAA's financial statements.
3. Review major changes to the ISUAA's auditing and accounting principles and practices as suggested by the independent auditor, Iowa State University internal auditors, or ISUAA management.
4. Discuss with the independent auditor any material changes to the ISUAA's accounting principles and any matters required to be communicated by the independent auditor relating to the conduct of the audit including the independent auditor's judgments about the quality of the ISUAA's accounting principles and estimates.
5. Review annual federal and state tax returns, supplemental schedules, and forms.
6. Review such other matters with the independent auditor as considered necessary.

Oversight of the ISUAA's relationship with the independent auditor

1. Retain, evaluate on an annual basis, and, if necessary, replace the independent auditor with the approval of the Board.
2. Approve all services, including non-audit engagements, to be provided by the independent auditor prior to the engagement with the approval of the Board. The Audit Committee may delegate the authority to pre-approve non-audit services to one or more members of the Audit Committee in an amount not to exceed \$5,000, but any such approval shall be reported to the Audit Committee at or prior to its next regularly scheduled meeting.
3. Be responsible for determining the compensation paid to the independent auditor for both audit and non-audit related services with the approval of the Board.
4. Review the independence of the independent auditors, giving consideration to the range of audit and non-audit services performed by them. In this connection, the Audit Committee is responsible for ensuring the independent auditors furnish at least annually a formal written statement delineating all relationships with the ISUAA.
5. Review and evaluate the lead partner of the independent auditor team.
6. Obtain and review a report by the independent auditor, at least annually, describing the firm's internal quality-control procedures; any material issues raised by the most recent internal quality-control review, or peer review of the firm or by any inquiry or investigation by governmental or professional authorities within the preceding five (5) years respecting one or more independent audits carried out by the firm and any steps taken to deal with any such issues and all relationships between the independent auditor and the ISUAA; and report conclusions to the Board.
7. Meet with the independent auditor prior to the annual audit to review and approve the planning, scope, adequacy, and staffing of the annual audit.
8. Review with the independent auditor any problems or difficulties the auditor may have encountered and any management letter provided by the auditor and the ISUAA's response to that letter. Such review should include:
 - a. Any difficulties encountered in the course of the audit work, including any restrictions on the scope of activities or access to required information.
 - b. The level of satisfaction by the independent auditor that it has had timely access to all relevant data and information.
 - c. Any changes required in the planned scope of the external audit.

Compliance Oversight Responsibilities

1. Review with the ISUAA's General Counsel legal matters that may have a material impact on the financial statements, the ISUAA's compliance policies and any material reports or inquiries received from regulators or governmental agencies.



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2. Establish procedures for the receipt, retention, and treatment of complaints received by the ISUAA regarding accounting, internal accounting controls or auditing matters, and the confidential, anonymous submission by employees of concerns regarding questionable accounting or auditing matters.
3. Review and reassess the adequacy of this Charter annually and recommend any proposed changes to the Board for approval.
4. Perform a self-evaluation of the Audit Committee's performance on an annual basis.
5. Adopt an orientation program for new Audit Committee members. All Audit Committee members are encouraged to attend educational programs to enhance their Audit Committee membership.
6. Make regular reports to the Board.

While the Audit Committee has the responsibilities and powers set forth in this Charter, it is not the duty of the Audit Committee to plan or conduct audits or to determine that the ISUAA's financial statements are complete and accurate and are in accordance with generally accepted accounting principles and the applicable rules and regulations. These are the responsibilities of management and the independent auditor. It is also not the duty of the Audit Committee to conduct investigations, or to assure compliance with laws and regulations and the ISUAA's Code of Ethical Conduct.

The Audit Committee shall have the authority to engage outside advisors, including legal, accounting, or other consultants to advise the Audit Committee or as it determines necessary to carry out its duties. The Audit Committee may request any officer or employee of the ISUAA or the ISUAA's outside counsel or independent auditor to attend a meeting of the Audit Committee or to meet with any members of, or consultants to, the Audit Committee.

The Audit Committee will meet as often as the members shall determine to be necessary or appropriate but at least four (4) times during each year. In addition, the Audit Committee will make itself available to the independent auditors of the ISUAA as requested. Reports of meetings of the Audit Committee shall be made to the Board at its next regularly scheduled meeting following the Audit Committee meeting, accompanied by any recommendations to the Board approved by the Audit Committee.

Adopted by the ISU Alumni Association Board of Directors on Feb. 26, 2010. Amended on May 18, 2012, May 31, 2013, Feb. 28, 2015, Feb. 15, 2018, May 17, 2019, and May 21, 2021.

CEO EVALUATION COMMITTEE

Marc Mores, Chair, Board Immediate Past Chair
Cathy Schmidt, Board Chair
Chad Harris, Board Chair-elect
Jeremy Davis, Board Director
Brad Lewis, Board Director
Tom Elston, Lead Staff Liaison

Objective:

The CEO Evaluation Committee is responsible for leading the development and approval of annual goals and the annual performance review of the Talbot Endowed ISUAA President and CEO. The development of the upcoming fiscal year annual goals and evaluation of the past fiscal year's goals will be done in close communication with the president of Iowa State University (ISU). Also, in conjunction with the ISU president, the CEO Evaluation Committee will recommend to the ISUAA Board of Directors annual salary increases or other compensation changes for the Talbot Endowed ISUAA President and CEO. The committee consists of the Board chair, chair-elect, a Board director, an ISUAA staff liaison, and immediate past chair, who serves as committee chair.

Responsibilities:

- *Goal Development:*
Lead development and approval of ISUAA-specific goals for the upcoming fiscal year with ISUAA Board of Directors and Talbot Endowed ISUAA President and CEO during the fourth quarter of the current fiscal year.



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Share Talbot Endowed ISUAA President and CEO's newly developed goals with ISU president to incorporate with ISU president's goals for upcoming fiscal year.

- **Goal Evaluation:**
Arrange for the mid-year ISUAA Board of Directors update of the Talbot Endowed ISUAA President and CEO's progress toward achieving annual goals.

Conduct year-end ISUAA Board of Directors evaluation of the Talbot Endowed ISUAA President and CEO's performance. Share year-end evaluation with the Talbot Endowed ISUAA President and CEO and the ISU president
- **Compensation:**
In conjunction with the ISU president and the ISUAA Finance Committee, make recommendation to the ISUAA Board of Directors for the Talbot Endowed ISUAA President and CEO compensation changes for Board of Directors' approval.

Adopted by the ISU Alumni Association Board of Directors via email on Feb. 16, 2008.

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Melissa Schnurr, Chair
Andrea Fellows, Board Director
Mark Kaestner, Board Director
Darius Potts, Board Director
Dawn Refsell, Board Director
Meg Schon, Board Director
Tom Elston, Lead Staff Liaison
Krystal Couture, Staff Liaison
Matt Van Winkle, Staff Liaison

Objective:

To assist the board in developing activities to implement and actions the ISUAA staff can take to further support the lifeline engagement of current and former board directors and board associates with the current ISUAA board, each other, and ISUAA.

Responsibilities:

- Suggest recommendations that could be tested by staff for the purpose of enhancing engagement of current board directors and board associates
- Suggest recommendations that could be tested by staff for the purpose of enhancing the re-engagement of former board directors and board associates
- Define, clearly, the role of board associates and how to better involve them with the full board

EXECUTIVE COMMITTEE

Cathy Schmidt, Chair, Board Chair
Marc Mores, Board Immediate Past Chair
Carl Kirpes, Board Vice Chair of Finance
Martha Smith, Board Vice Chair of Records
Chad Harris, Board Chair-elect
Bonnie Whalen, Board Treasurer
Jeff Johnson, Lead Staff Liaison
Amy Crabbs, Staff Liaison
Shannon Foote, Staff Liaison
Heidi Long, Staff Assistant



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Objective:

To provide strategic direction and oversight to the Board and staff on all matters pertaining to the Association, and interpret and carry out all policies of the Board. The committee consists of the chair of the Board, who also serves as chair of the committee, as well as the immediate past chair, the chair-elect, the vice chair of records, the vice chair of finance, the treasurer, and the Talbot Endowed ISUAA President and CEO as an ex-officio/non-voting member. Members of the committee may include other Board directors as assigned by the Board chair.

Responsibilities:

- Establishes the overall annual goals of the Association, in consultation with the Board chair, consistent with the Association's strategic plan and long-range planning goals.
- Serves as a clearinghouse for the Board. Gives preliminary study to all matters coming to its attention, and if desired, delegates the work to an appropriate operational or programmatic committee or chair-appointed task force and working group for further study, review, and recommendation.
- Reviews reports and recommendations from committees, task forces, working groups, and liaisons appointed by the Board chair.
- Approves and/or assists in the ISUAA long-range planning.
- If required by emergency circumstances, takes official action, with proper Board notification, on behalf of the Board of Directors when the Board is not in session.
- Establishes procedures for maximum utilization of each Board director's potential.
- Participates in the selection, supervision, and evaluation of the Talbot Endowed ISUAA President and CEO, in consultation with the president of Iowa State University.

Adopted by the ISU Alumni Association Board of Directors on Feb. 27, 2004.

FINANCE COMMITTEE

Carl Kirpes, Chair, Board Vice Chair of Finance

Scott Bauer, Board Director

Gayle Farrell, Board Director

Sophia Magill, ISU President's Representative

Bonnie Whalen, Board Treasurer

Tom Mangan, Audit Committee Representative

Amy Crabbs, Lead Staff Liaison

Shannon Foote, Staff Liaison

Debra Carroll, Staff Assistant

Objective:

To promote the sound financial management of the Iowa State University Alumni Association, consistent with the strategic plan of the Association and the highest ethical standards. This committee is responsible for the Board's financial oversight and fiduciary responsibilities. The committee monitors and evaluates the Association's financial resources and adherence to operating and capital budgets. The committee recommends and interprets financial policy and monitors its implementation.

Responsibilities:

- Reviews on a quarterly basis the departmental and overall financial performance of the Association's operations.
- Reviews material variances between budgeted and actual results and, where necessary, assures that appropriate management action is being taken to correct those variances.
- Ensures the creation of meaningful and accurate financial statements and their timely distribution to the Board.
- Assists the Board, in conjunction with the vice president of finance, in its understanding of the Association's financial position and results of operations



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- Works with the Talbot Endowed ISUAA President and CEO and vice president of finance to develop long-range financial and capital plans, consistent with the strategic plan of the Association.
- Develops and recommends to the Executive Committee all financial policies for approval by the entire Board.
- Reviews quarterly, or as often as deemed necessary, the performance of the Association's investments.
- Reviews quarterly, or as often as deemed necessary, the investment strategies utilized by the Association, and ensures that those strategies are consistent with both the investment policy and strategic plan of the Association.
- Evaluates supplemental budget requests, and if approved, forwards such requests to the Executive Committee for further action.
- Reviews the proposed annual budget and three-year financial projection of the Association, and forwards, with any recommended changes, to the Executive Committee and Board for further action.
- Reports that the memorandum of agreement between the ISUAA and ISU and use of funds have met ISU's legal responsibility and/or donor intent.
- Performs other oversight functions as requested by the full Board.

Adopted by the ISU Alumni Association Board of Directors on Feb. 27, 2004.

GOVERNANCE COMMITTEE

Cathy Schmidt, Chair, Board Chair-elect
Chad Harris, Chair, Board Chair-elect
Dan Bumblauskas, Board Director
Trey Hemmingson, Board Director
Courtney Knupp, Board Director
Brad Lewis, Board Director
Meg Schon, Board Director
James Collins, Board Associate
Alissa Stoehr, Board Associate
Tom Elston, Ad Hoc Staff Liaison
Jeff Johnson, Lead Staff Liaison
Heidi Long, Staff Assistant

Objective:

To assist the Board of Directors in fulfilling its responsibilities for developing the volunteer leaders of the Iowa State University Alumni Association. The committee provides oversight for the Board on matters of governance of the Association. The Association's Talbot Endowed ISUAA President and CEO and staff members are responsible for implementing the procedures that are adopted by the committee.

The committee meets at least quarterly, and more frequently if deemed necessary. The committee shall review and reassess its role and responsibilities at least every two (2) years and recommend proposed changes to the Board.

The committee is responsible for reviewing and making recommendations to the Board on matters of core governance and Board composition issues. The chair-elect shall serve as the chair of the Governance Committee.

Responsibilities:

- Develops and recommends for Board approval criteria for nominations and composition of the Board and Board committees.
- Establishes and administers a self-evaluation process for each individual Board director and the Board as a whole. The committee should contact Board directors who are not meeting the Board's approved attendance policy or obligations to determine said Board director's interest in continuing to serve on the Board.
- Monitors stated objectives of the Board and committees.
- Identifies and facilitates the recruitment of qualified candidates willing to serve on the Board.
- Presents to the Association's members a proposed slate of Board candidates willing to serve on the Board, in accordance with the requirements in the bylaws. In addition to the proposed slate of Board candidates, the Governance Committee will present to the



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Board of Directors up to 4 alternates willing to serve on the Board of Directors if a vacancy occurs. The term of these alternates shall start at the end of the ISUAA annual meeting of year selected and through the ISUAA annual meeting the next year.

- Oversees Board orientation and education
- Presents for Board approval proposed appointments, recognition of, and service on the ISUAA Audit Committee as well as to various auxiliary and constituent groups.
- Reviews governing documents of the Association and Board, including Articles of Incorporation, bylaws, and any governance policies of the Association, including ethics and grievance policies, for accuracy and strategic focus and makes recommendations for amendments to such documents to the Board or Executive Committee.
- Reviews the Board of Directors Handbook annually.

Adopted by the ISU Alumni Association Board of Directors via email on June 17, 2016. Approved by the ISU Alumni Association Board of Directors on Aug. 18, 2012.

OFFICERS NOMINATING COMMITTEE

Allison Flinn, Chair

Marc Mores, Board Immediate Past Chair

Darius Potts, Board Director

Dawn Refsell, Board Director

Cathy Schmidt, Board Chair

Tom Elston, Ad Hoc Staff Liaison

Jeff Johnson, Lead Staff Liaison

Heidi Long, Staff Assistant

Objective:

To nominate officers for the ISU Alumni Association Board of Directors. The committee consists of the current Board chair, immediate past Board chair, and three (3) directors. None of the directors can be current officers. Each director must have served two or more years and must not be interested in serving as an officer for the upcoming year. The current Board chair shall select one of these three (3) directors to chair the committee. Elected, appointed, and designated directors are encouraged to provide committee members with officer recommendations immediately following the winter board meeting each year. The Nominating Committee will meet in person or by telephone or by electronic means to make recommendations for the slate of officers. The slate will be distributed to all Board directors, a vote conducted, and the results announced to the Board via electronic means at least ten (10) days prior to the Spring Board meeting.

Responsibilities:

- Develops and administers the nominating process for selecting the slate of officers. Each Board director has the right to nominate an elected director(s) for each of the open offices (chair-elect, vice chair of finance, and vice chair of records) with their consent.
- Reviews all nominations and makes a recommendation for the slate of officers.
- Establishes and administers the officers' slate selection process. Seek input on how to continuously improve the process. Results are announced to the Board via email at least 10 days prior to the Spring Board meeting.

Adopted by the ISU Alumni Association Board of Directors on Feb. 24, 2012. Amended on Feb. 28, 2014, April 16, 2018, and May 17, 2019.



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PROGRAMMATIC COMMITTEES

The following committees of the Board of Directors have been organized to advise the staff in the execution of current programs and services and to plan for the future. All members serve a one-year term, except certain members of the Awards Committee. In addition to other responsibilities, all committees will monitor and recommend changes, additions, and deletions to the current strategic plan to the Executive Committee. Other duties may also be assigned to committees at the discretion of the chair or the Executive Committee from time to time, not in conflict with specific powers conferred upon or reserved unto the Board.

AWARDS REVIEW AND SELECTION COMMITTEE

Andrea Fellows, Chair
Melissa Schnurr, Chair-Elect
Marvin DeJear, Board Director
Courtney Knupp, Board Director
Mike Roof, Board Director
Martha Smith, Board Director
Julie Jacobi, Board Associate
Carole Custer, University Representative
Katie Lickteig, Lead Staff Liaison

Objective:

To serve as the impartial liaison to the ISUAA Board of Directors in selecting ISUAA awardees by reading, reviewing, and ranking awards nominations of outstanding alumni, faculty/staff, students, and friends. Based upon individual award criteria, members of this committee select award recipients of the ISUAA awards to be honored.

The chair and chair-elect positions of the Awards Review and Selection Committee will be held only by elected members of the ISUAA Board of Directors.

Current members of the ISUAA staff, Board of Directors, and Awards Review and Selection Committee are ineligible to receive ISUAA awards.

Selection of the Committee:

The current Board chair, in consultation with the Talbot Endowed ISUAA President and CEO and the ISUAA executive assistant, will make assignments based upon ISUAA staff committee liaisons' recommendations of potential individuals who are not currently serving a term on the ISUAA Board of Directors.

Committee Terms:

Members of the ISUAA Board of Directors may serve terms of two (2) to three (3) years each, with the option to be reappointed. Board associates (non-ISUAA Board of Directors members) and university liaisons will serve a term of four (4) years each. Terms will be served based upon the academic calendar year, Jul. through Jun. annually.

Committee members include the following:

Chair/chair-elect (Board directors)	2**
Board of Directors	2
University liaison	1
Board associates	2

**These positions must be consistent and serve the minimum two-year commitment.

Time commitment:



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Based upon the current award deadlines of Feb. 1 and Dec. 1, awards committee members must be available for:

- A one-hour phone conference call every Jan. & Mar.
- Consultation via email throughout each year.

Responsibilities:

- Processes nominations by reading, reviewing, and ranking a set of 10-40 nominations in a one-month time-frame based upon the criteria established for each award.
- Possesses the ability to think analytically and objectively.
- Recommends changes or improvements to ISUAA Board of Directors and staff on the awards selection process, awards criteria, nomination forms, etc.
- Recommends the creation of future awards, or the elimination/merger of current Association awards.
- Suggests strategies to build and diversify the applicant pool for Association-sponsored awards.

Timeline:

- Assignment of Board of Directors members to the Awards Review and Selection Committee will be made by the end of June each year.
- The Talbot Endowed ISUAA President and CEO and the ISUAA executive assistant need to be notified in May of each year if there are non-Board of Directors member positions to be filled. Open position(s) must be filled by July of each year to be included in the award selection process.

Conflict of Interest Policy for members of the Awards Review and Selection Committee:

- Nominations submitted by Awards Review and Selection Committee members:
 1. Members of the Awards Review and Selection Committee are ineligible to submit nominations for any award selected by this committee.
 2. If a member of the ISUAA Board of Directors submits a nomination prior to becoming a member of the Awards Review and Selection Committee, that member cannot provide rankings of the nominations for that particular award and must leave the room when the award is being discussed.
- Nominations submitted for a family member of an Awards

Review and Selection Committee member:

1. If a family member of an Awards Review and Selection Committee member is nominated for an award selected by this committee, that committee member cannot provide rankings of the nominations for that particular award and must leave the room when the award is being discussed.

Note: The definition of "family member" is "...an individual's spouse, partner, parents, siblings, children, and corresponding in-law and step relations" as defined in the Board's Conflict of Interest Policy, Article II – Definitions, Item 3 Family on page 94 of the current Board handbook.

Adopted by the ISU Alumni Association Board of Directors on Feb. 16, 2007. Amended May 18, 2012.



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COLUMBARIUM DEVELOPMENT AND ALUMNI CENTER ENHANCEMENT COMMITTEE

Gayle Farrell, Chair
Scott Bauer, Board Director
Allison Flinn, Board Director
Brittney Rutherford, Board Director
Kathy Taylor, Board Director
Shellie Andersen, Lead Staff Liaison
Jeff Johnson, Staff Liaison
Anna Tempestini, Staff Liaison

Objective:

To advance plans to develop a columbarium and enhance the ISU Alumni Center to gain support of President Wintersteen, to engage more constituents, and help grow future revenue.

Responsibilities:

- Proactively develop a timeline for each project and ensure progress continues to happen with items we have control over.
- Work with the board's ISU Capital Projects Committee liaison to formulate items related to the ISU Alumni Center and Hillside Property enhancements that might need to go before this university committee.
- Work with the board's ISU Cemetery Committee liaison to formulate items related to the development of the columbarium that might need to go before this university committee.

Adopted by the ISU Alumni Association Board of Directors on Feb. 16, 2007. Amended May 19, 2023.

MEMBERSHIP COMMITTEE

Brittney Rutherford, Chair
Rachel Geilenfeld, Board Director
Trey Hemmingson Board Director
Jeremy Wingerter, Board Director
Jessica Woodall, Board Director
Emily Beck, Lead Staff Liaison
Shannon Foote, Ad Hoc Staff Liaison
Kate Tindall, Staff Liaison

Objective:

Monitor alumni association membership to ensure financial health of the association is maintained.

Responsibilities:

- Set expectations and provide membership leads to staff from board of directors
- Review and analysis of peer institutions using CAAE and SGAF survey results, or other information provided from CAMMP
- Work with staff to recommend changes to membership dues amounts and categories
- Monitor other dues-paying associations and their successes
- Review and recommend ISUAA membership dues annually
- Continuous review of the financial impact membership revenue provides as a percentage of association expenses; 10-year goal of 21%



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- Implement items from 2022 Constituent Engagement Survey
 - ▶ Further refine member retention strategies
 - ▶ Work with the staff and the ISU Foundation to create a report that measures membership retention
 - ▶ Work with staff to develop a Year End Review and communication process on member benefits
- A timeline for reporting on each of the above areas will be established by September 1, 2022.

Adopted by the ISU Alumni Association Board of Directors on Feb. 16, 2007. Amended May 20, 2022.

TASK FORCE

REVENUE/FUNDRAISING

Jeremy Wingerter, Chair
Ryan Downing, Board Director
Mark Kaestner, Board Director
Carl Kirpes, Board Director
Kathy Taylor, Board Director
Shellie Andersen, Lead Staff Liaison
Jeff Johnson, Staff Liaison
Courtney Marshall, Staff Liaison

Objective:

To work with staff to identify program concepts that and donor leads who can help diversify and secure the financial future of ISUAA.

Responsibilities:

- Define and implement board involvement in fundraising alongside our new fundraising resource from the Foundation. Utilize the newly- approved Board Giving Policy as a guideline.
- Continue to develop innovative solutions for diversified revenue streams and business partnerships, building on the work that has already been done by the Financial Health Task force. Responsible for the reporting of progress in key revenue/fundraising areas such as the 100 Life Member prospects program, each board director's engagement of at least one new life member, response to annual members becoming Sustaining Donors, number of accounts secured by Farmers Insurance, annual fundraising toward the Programs Endowment and results of the Kansas City Gala.

Adopted by the ISU Alumni Association Board of Directors on Feb. 16, 2007. Amended May 19, 2023.