

**Seton Hall University's School of Diplomacy and International
Relations Alumni Association
Mission and Guidelines**

Seton Hall University's School of Diplomacy and International Relations Mission Statement

Strategically located and aligned with the United Nations, the School thrives as a community of faculty and student colleagues who share a common mission:

- To develop expertise, skills, and character through education and professional training;
- To expand knowledge through original research and practical experience;
- To graduate leaders who will guide the public, private and non-profit sectors in our interconnected world.

Diplomacy Alumni Association Mission Statement

The mission of the Alumni Association of the School of Diplomacy and International Relations is to serve its alumni community and the initiatives of the School of Diplomacy.

The goal of the Diplomacy Alumni Association shall be to provide opportunities including:

- 1) Maintaining alumni connection with the Diplomacy School,
- 2) Networking for alumni,
- 3) Continuing education for alumni,
- 4) Social fellowship for alumni,
- 5) Networking and experiential education for current students,
- 6) Assistance with recruitment of new students to the Diplomacy School
- 7) Assistance with School fundraising efforts

Guidelines

Membership

Upon graduation, all students of Seton Hall's School of Diplomacy and International Relations become members of the Diplomacy Alumni Association, herein referred to as the "Association".

Association Representation

The Association will be represented by: (1) The Executive Board, and (2) Members-at-large

Executive Board Composition

The Executive Board shall consist of nine roles:

- President
 - Role: The President shall formally represent the alumni work collaboratively with the Diplomacy School to successfully promote the mission of the alumni association and the School, in addition:
 - The President shall have general charge and supervision over the affairs of the Board, and shall preside at all meetings of the Board. Unless otherwise directed by the Board, Officers shall be subject to the supervision of the President.
 - The President may delegate to any other Officer any or all duties. The President shall support the Board's initiatives.
 - They will also represent the Association on the Diplomacy School's Board of Overseers
- Treasurer
 - Role: The Treasurer shall preside over the Association's finances to maximize existing resources, facilitate efficient operations and support Association programming, in addition:
 - They shall work with other board members to forecast a budget, manage the Association's cash flow, and, as needed engage with the Diplomacy School on accounts and expenses
 - They shall work closely with the Development Officer to support effort related to fundraising, partnerships, and other projects.
- Secretary
 - Role: The Secretary shall support the administration and operations of the Executive Board, providing project management and team coordination, in addition:
 - Assist the President with meeting agendas, coordination and distribution of materials to the Executive Board
 - They shall be responsible for scheduling and meeting logistics, i.e. virtual and in-person occasions
 - They shall contribute to all correspondences going out to alumni in conjunction with the President and Communications officers
 - They shall assist the Diplomacy School where necessary in joint projects.
 - They shall ensure the continuity of the association in connection with the President through maintaining:
 - Records of Association materials and activities including Agendas, Minutes, Events, etc.

- Annual Surveys and associated data
 - Access to the association’s communications, data storage and other channels (passwords, usernames etc.)
 - The Secretary shall serve as the point of contact for any proposed members-at-large or amendments to the Mission and Guidelines of the Alumni Association. Proposed amendments must receive two-thirds approval from the members of the Executive Board in order to be put into effect. The Secretary shall work with the President to establish logistics for this process, as necessary.
- Development Officer
 - Role: The Development Officer shall be responsible for designing, promoting, and executing fundraising goals of the Association, in addition:
 - In close collaboration with the Diplomacy School’s advancement administrator; the officer shall support existing priority campaigns.
 - They shall lead all other Association fundraising efforts, bringing innovative ideas and methods to engage the alumni community.
 - They shall spearhead the Association’s business relations and relations with alumni employers for potential sponsorships.
 - Ideally the Development Officer serves in a similar role professionally and has experience with fundraising, cultivating sponsorships, and campaign data analytics.
- Communications Officer(s)
 - Role: Two alumni will serve as Communications co-chairs, supporting the Executive Board with communication campaigns to the alumni and University community, in addition:
 - The co-chairs will leverage traditional and digital mediums to broaden community awareness, engagement and networking opportunities for alumni.
 - They shall be responsible for producing periodic communications to the community (i.e. social media updates, newsletters, etc) as well as special announcements for events and other professional opportunities.
 - They will actively manage and curate content on the Associations social media handles, LinkedIn groups, and email account.
 - They will work collaboratively with the Secretary to prepare and finalize content for publication.
 - Maintaining alumni connection with the Diplomacy School:
 - Development, implementation and presentation of Annual Survey to reassess alumni expectations and needs
 - Collection of updated alumni contact information at all School and Alumni Association sponsored events and through alumni networks
 - Collection of updated information on employment outcomes and alumni satisfaction
 - Collection of alumni satisfaction levels

- D.C. Representative
 - Role: The D.C. Representative shall be responsible for leading engagement with the school's significant alumni population in the Washington D.C. area, including:
 - The D.C. Representative will also be responsible for organizing events and outreach in D.C. drawing upon the alumni network and other partnerships.
 - They shall coordinate with the Executive Board for support in promotion and planning.
 - They shall be responsible for engaging regularly with their respective community.
 - They shall coordinate with the Diplomacy School on upcoming SHU events in D.C. and assist where needed.
 - The representative should reside in the Greater Washington Area.

- New York City Metro Representative
 - Role: The DC Representative shall be responsible for leading engagement with the school's significant alumni population in the NYC Metro area, including:
 - Responsible for organizing events and outreach in the NY Metro area, drawing upon the alumni network and other partnerships.
 - They shall coordinate with the Executive Board for support in promotion and planning.
 - They be responsible for engaging regularly with their respective community.
 - They coordinate with the Diplomacy School on upcoming SHU events in the NY Metro area and assist where needed.
 - The representative should reside in the New York Metro region. (NY, NJ, CT).

- Global Representative
 - Role: The Global Representative shall be responsible for leading engagement with the school's global alumni diaspora, including
 - Responsible for organizing virtual or in person events that serve international alumni community interests.
 - They shall coordinate with the Executive Board for support in promotion and planning.
 - They shall be responsible for engaging regularly with their respective community
 - They shall coordinate with the Diplomacy School on upcoming SHU events in areas outside of New York Metro or DC and assist where needed.
 - The representative should reside outside the Mid-Atlantic region of the United States

Members-at-large positions

These roles provide alumni with opportunities to contribute to the Association in a more limited or issue-specific way. These roles broaden the deliberations and activities of the Executive Board, diversify participation, prepare candidates if any Executive Board member steps down, and provide a means for young alumni to become acquainted with the Association. Members-at-large can be invited by any Executive Board member or self-nominated with an accompanying statement why they want to be involved. The Executive Board Secretary will administer any member-at-large nominations or invitations.

In order to prepare the next generation of alumni leaders, the School of Diplomacy's administration will be invited each year (in April) to nominate two recent graduates from the undergraduate and graduate programs to serve a two-year member-at large term as class representatives. After this two-year term, the representatives' formal term of service will end, but they will be given the title "class representative emeritus" and be invited to remain active in the Association.

Members-at-large shall propose and receive endorsement from the Executive Board before pursuing any activities and work collaboratively with the President and Secretary to align with existing processes and procedures. The Executive Board will support approved initiatives with promotion, logistics, governance and funding (if required).

Principles of the Executive Board:

- The Executive Board shall have at least one annual open meeting
- All Executive Board Members are required to participate in the planning and implementation of at least one event each year.
- All Executive Board Members are encouraged to attend meetings and events to show support for the Association and to publicize and promote the work of the Association.
 - Past Executive Board members may be nominated and endorsed by the Executive Board and the Diplomacy School to serve as ex-officio Board members in order to provide guidance to the Executive Board.
 - The number of members-at-large who support ad hoc projects or participate in a limited way is not capped.

Election Procedures:

- Executive Board elections shall be held every two (2) years at the beginning of the academic Spring semester. Executive board positions are limited to two (2) consecutive terms.
- The Executive Board shall be elected by the alumni of the School of Diplomacy. Candidates must be graduates of the Diplomacy School. The existing Executive Board along with a member of the School of diplomacy administration will serve as the nominations committee to produce a slate of interested candidates. The alumni shall be informed via email that the election period has started and have the opportunity to nominate fellow alumni or themselves as candidates for one of the positions. Elections of nominated candidates shall take place via email or electronic ballot. All alumni shall have the opportunity to respond with their vote for their candidate of choice. The results of the election shall be announced on the School's website, emailed to the Association and posted on social media.

- It is recommended that the President reside in the metropolitan New York area.
- All Executive Board Members and the Diplomacy School administration are encouraged to nominate and recruit interested alumni to serve as members-at-large. Nominations shall be reviewed by the Executive Board and members will vote by majority to approve the candidacy of the proposed member-at-large.
- It is recommended that the Executive Board be diverse in its representation of alumni.
- In the case of a vacancy of position on the Executive Board, resignation, or inability to perform outlined roles, the vacancy may be temporarily filled by a member of the Board nominated by the Executive Board. The approved candidate shall serve the remainder of the vacated term, which will not count towards term limits.

Role of the School of Diplomacy in the Diplomacy Alumni Association

The School, by way of the Associate Dean of Administration, Strategy and Partnerships, is responsible to act as a resource in support of the initiatives and activities of the Diplomacy Alumni Association.

The School shall:

- Provide updated information for alumni,
- Send e-mail and direct mail communications to alumni,
- Support mailing and advertising costs for Diplomacy alumni events,
- Support financially and logistically annual Signature event with Alumni Relations,
- Provide a University staff member to attend events when appropriate,
- Provide additional support to alumni activities as resources allow.

Illustrative Examples of Annual Initiatives

In order to achieve the above goals set forth for the organization, the Diplomacy Alumni Association shall endeavor to accomplish things such as but not limited to:

- 1) Networking for alumni:
 - Sponsor events (formal or informal) that are conducive to creating contacts and networks in various fields
 - Sponsor or participate in career panels
- 2) Continuing education for alumni:
 - Alumni Book Club
 - Special guest lecture
- 3) Social fellowship for alumni:
 - Participation in and promotion of Alumni Relations and Diplomacy School sponsored Signature Event
 - Participation in and promotion of Spring Alumni Reception with Dean in D.C. (in collaboration with University's Washington D.C. Chapter)
- 4) Networking and experiential education for current students like:
 - Careers Panel (such as the UN Career panel and luncheon)
 - PMF Panel (in collaboration with University's Washington D.C. Chapter)
- 5) Assistance with recruitment of new students to the Diplomacy School:
 - Membership participation in scheduled Diplomacy recruitment events