

Filipino Alumni Network (FAN) SJSU

Board of Directors (2025-2026): Roles and Expectations

Board Composition:

The Board shall be composed of the Executive Board and Board Members-at-Large committed to the governance of the organization.

The Executive Board will consist of four (4) individuals: one (1) Chairperson, one (1) Vice Chairperson, one (1) Treasurer, one (1) Secretary.

Board Members-at-Large will consist of, but are not required of nor limited to, the following positions: one (1) Gala Director, one (1) Communications Director, one (1) Director of Professional Development, one (1) Events Director, one (1) Scholarship Director, and three (3) general board members.

Term:

Board terms are for the duration of **two calendar years** (January 2025 - December 2026), with the possibility of two consecutive terms maximum. Further terms may be considered at the will of the Board, and in the event that any of the Director positions remain vacant. Board Directors (e.g. Scholarship Director, Gala Director, etc.) have the option of changing their position within the Board at the end of each single calendar year.

Board Member Requirements:

- Attend **at least two-thirds** of the monthly Board meetings throughout the year (8 of 12)
- Must be an SJSU Alumni upon the beginning of the Board's term (January 1, 2024).
 - SJSU staff and faculty are welcome to apply.
 - SJSU students that are pursuing their Masters degree concurrent to their Board term are welcome to apply.
 - Non-SJSU alumni that have either dropped out of or transferred from SJSU, but demonstrate a historical interest and/or investment in the University, are welcome to apply.
 - Filipino alumni are highly encouraged to apply, although not required.
- Serve on at least (1) of the following committees throughout your Board term:
 - (1) Communications Committee (2) Scholarship Committee, (3) Professional Development Committee, and (4) The Gala Planning Committee.

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Board of Directors: Roles & Responsibilities

Chairperson (1):

- Lead the organization in its overall mission, vision, and strategy.
- Prepare and lead monthly Board Meetings.
- Establish membership goals and fundraising strategy for the organization.
- Manage the Board recruitment, application, and transition process.
- Liaison between FAN and its **EXTERNAL** relationships:
 - **SJSU Organizations:** The Alumni Association, Network Leadership Council, Akbayan SJSU, Pil-Grad, CAPISE, etc.
 - **Community Organizations:** LEAD Filipino, FACT SJ, etc.

Vice Chairperson (1):

- Perform the Board Chair's responsibilities when the Board Chair is unavailable.
- Document and report on the annual impact of FAN's programs, events, etc.
- Manage FAN's **INTERNAL** relationships by guiding and supporting program goals.
- Support the onboarding of new Board members into the organization.

Treasurer (1):

- Oversee FAN's two accounts: (1) FAN's General Fund, and (2) FAN's Scholarship Fund.
- Track all funding received from FAN membership fees.
- Provide consistent and clear documentation of all FAN related finances.
- Manage the organization's revenue, expenses, and fundraising goals. This includes, but is not limited to, working with Alumni Association staff to pay and record bills; authorize all expenses; and process all donations and sponsorships related to the organization.

Secretary (1):

- Take notes during Board meetings.
- Check, organize, and respond to FAN's email on a weekly basis, at minimum.
- Organize and maintain FAN's shared platforms (Google Drive, email, etc.).
- Support with scheduling (venues, zoom links, calendar appointments, reminders).
- Ensure organizational processes are adhering to FAN's bylaws.
- Keep track of FAN account credentials, password updates, and those with access.
- Provide logistical support with onboarding new board members; update transition documents.

Communications Director (1):

- Chair FAN's Communications Committee.
- Create flyers and other promotional materials to engage the community. Tell our story!
- Ensure FAN's marketing materials adhere to FAN's branding guidelines.
- Document virtual and in-person FAN events (recordings, photos, etc.).
- Spearhead FAN's Annual Newsletter (published in the summer of every year)
- Oversee the activity and growth of FAN's social media platforms (Instagram, LinkedIn, Website, etc.).

Director of Professional Development (1):

- Chair FAN's Professional Development Committee.
- Spearhead FAN's annual Fellowship Program (a professional development student-to-alumni mentorship program). This program will be held in the summer of each calendar year.
 - Develop and execute curriculum (resume review, LinkedIn support, mock interview practice, and general career advice).
 - Outreach and recruit alumni across all career sectors to serve as potential mentors to FAN Fellows.
 - Evaluate and document the impact of FAN's Fellowship program.
 - Offer program services to students and alumni in need:
 - An equity priority is considered to those that may be unemployed, first generation, considering career pivots, etc.
- Connect FAN to professional Filipino Employee Resource Groups (ERGs).
 - Identify collaboration opportunities for mentorship, scholarship donations, etc.

Alumni Gala Director (1):

- Chair FAN's Gala Planning Committee.
- Spearhead FAN's annual Alumni Legacy Gala (approx. hosted in September of each year).
- Goals of FAN Alumni Gala:
 - Cultural celebration to bring SJSU's FilAm alumni community together.
 - Fundraise for FAN's Scholarship Fund.
 - Fundraise for SJSU's Filipino Farmworkers Mural Project.
 - Pay tribute to beloved departed alumni through the Hall of Remembrance.
 - Award our alumni community on their accolades.
 - Recruit alumni into the network as members, Board members, volunteers, etc.

Scholarship Director (1):

- Chair FAN's Scholarship Committee.
- Create and facilitate FAN's scholarship application process (determine eligibility requirements, draft question prompts, review student applications, etc.).
- Spearhead crowdfunding for FAN's Scholarship Fund during SJSU's Legacy Gala and annual Day of Giving (Giving Tuesday); support Board Chair with donor engagement.
- Ensure that the timeline and distribution of scholarship funds to recipients are met.

Events Director (1):

- Oversee all events hosted by FAN, particularly FAN's annual Alumni Holiday Social.
 - The Events Director is to follow the direction and lead of FAN's Gala Director when planning FAN's Alumni Legacy Gala.
- Ensure that all new events have a minimum of at least 3-months notice to be considered within the bandwidth of the organization.
- Process all tabling requests and opportunities. Example events can include tabling at Admitted Spartan's Day, Akbayan Open House, SJSU Pil-Grad, and FAHM Jam. Duties can include recruiting volunteers to table, bringing the necessary tabling supplies, and more.

General Board Member (3):

- Adhere to all responsibilities listed under, "**Board Member Requirements**" (see above).
- Serve as professional stewards to the Filipino Alumni Network; connect, grow, and promote FAN SJSU's programs.
- Vote and provide input on matters relevant to the health and direction of the organization.