



As the Development Department prepares for its future, it recognizes the importance of volunteers and The Education Foundation of Collier County's Alumni as integral partners in planning for and achieving success. This document provides a template for structuring and organizing the Alumni Council.

The purpose of the Alumni Council is to advance and promote the mission of The Education Foundation of Collier County – Champions For Learning, its programs and initiatives, while fostering deeper relationships within the alumni community. Council members are community leaders within our former student population who volunteer their time, talent and treasure. As volunteer leadership, the Alumni Council demonstrates commitment, interest, and belief in the mission and leadership of The Education Foundation of Collier County, and continually promote charitable giving opportunities to prospects and donors particularly among their fellow alumni.

The Alumni Council may be formed to lead fund-raising initiatives that enhance and support The Education Foundation of Collier County priorities that are approved by the President and CEO of The Education Foundation of Collier County, Chief Development Officer, the Board of Directors and other appropriate leadership. These initiatives must align with the strategic initiatives and programs of the organization, be supported by an urgent case for philanthropic support, and have strong leadership within the Alumni Council to champion these efforts.

Alumni Council serve as ambassadors of The Education Foundation of Collier County and are responsible for the following functions:

- Promote The Education Foundation of Collier County to their personal networks
- Encourage student and alumni involvement now and in the future
- Act as a liaison between the Alumni and Emeritus Board Members of The Education Foundation of Collier County to promote communications, financial support and volunteer needs.
- Identify individuals capable of providing financial support.
- Assist in the education, cultivation and solicitation of individual prospects.
- Be willing to help further the initiatives and programs of The Education Foundation of Collier County with personal financial support.
- Report, as appropriate, to the Board of Directors as deemed appropriate by the chair or the Chief Development Officer.

The efforts of the Alumni Council are generally led by a Chairperson. Additional officers may be appointed as needed. The Alumni Council Chair and officers are appointed by the Chief Development Officer in collaboration with the President and CEO.

It is also recommended that the Chief Development Officer or their designee be a member of the Alumni Council.



The Education Foundation of Collier County staff will provide administrative support for the Alumni Council to execute meetings, including the preparation of materials, distribution of minutes and general coordination of logistical details.

The Alumni Council may be dissolved at the recommendation of the Chief Development Officer in consultation with other Education Foundation of Collier County leadership at the conclusion of a finite fund-raising campaign or when volunteer participation in the board drops significantly for an extended period of time.

MEMBERSHIP ON THE ALUMNI COUNCIL

Member Profile

The number of members on the Alumni Council will be determined by the leadership of The Education Foundation of Collier County in consultation with the Board of Directors. The current recommended number of Alumni Council members is between 10 and 12 Naples-based individuals. Council members will embody the following:

- Demonstrate an interest and belief in the mission and leadership of The Education Foundation of Collier County, its programs and initiatives
- Personally promote and support The Education Foundation of Collier County
- Be influential members within the alumni community with the ability to give of their money, time and talent to support the initiatives and programs of The Education Foundation of Collier County.

Member Terms of Service

Alumni Council members are appointed for a three-year term of service. A member may serve as many as two consecutive full terms before a one-year sabbatical is required. Terms begin annually on July 1st and end on June 30th.

The estimated annual member time commitment is a minimum of one meeting per quarter.

Members who are unable to fulfill the above expectations to the satisfaction of the leadership of The Education Foundation of Collier County may be asked to step down prior to the end of their anticipated tenure.

Confidentiality

Council members will be asked to sign a confidentiality agreement annually. Any information accessed including, but not limited to, giving records, contact information



Development Department
Alumni Council White Paper

for students, alumni, volunteers and donors is highly confidential and is not to be shared outside of the organization, nor to be used for solicitation purposes for other causes. When finished using such materials, follow the directions of the Development Department and either immediately return them to the Development Department or shred them.