

**DRAFT**



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# DCET ALUMNI ADVISORY BOARD

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Charter



OCTOBER 1, 2024

# **DCET Alumni Advisory Board**

**Picture**

**Member Names and  
Company Affiliation**

# DCET Alumni Advisory Board

## Charter

### 1. Purpose

The DCET Alumni Advisory Board (AAB) will exist to strengthen the relationship between the alumni and DCET. The board will advise DCET on strategic initiatives, provide feedback on alumni engagement activities, and contribute to fostering a lifelong connection between DCET and its alumni.

Specifically, AAB aims to:

- **Generate enough Alumni funds to obtain 1/3 of the DCET annual operating budget through direct fund raising for specific projects and/or endowments**
- Approve projects requiring funding from the Alumni in support of the growth and success of DCET, by ensuring alignment with DCET's long Term plan and strategic direction and the decision criteria outlined later in this document
- Support DCET by leveraging alumni experience and networks.
- Enhance the alumni engagement strategy to increase participation in events, volunteerism, and philanthropy.
- Serve as a sounding board for new initiatives, projects, and programs.
- Foster communication between alumni and current students, providing mentorship, career guidance, and networking opportunities.
- Support alumni relations
- Review the department's strategy plan and provide input as needed on an annual basis

### 2. Number of Members

The DCET Alumni Advisory Board will consist of 11 members, three from DCET (Past Chairperson, Current Chairperson, next Chairperson), four Alumni members from India and four from North America. Generally speaking, the members chosen would represent a diverse cross-section of the alumni community in terms of graduation year, geographic location, industry, and involvement in alumni activities. *Consideration should also be given to include alumni in high political, Government, and/or highly influential administrative positions such as IAS officers.*

The initial Board shall be formed by DCET Chairperson & Faculty:

Following names are suggested for the initial Advisory Board from North America: Dr. Arun Verma, Mr. Ravi Goel, Mr. Alok Jain and another person to be named.

Additionally, Dr. Paramjit Singh's name is suggested for the initial AAB from the Alumni residing in India.

Note: President of DCET North American Alumni Association must always be a member of the Board.

Mr. Ravi Goel is the initial President of North American Alumni Association.

### 3. Member Selection Criteria

Subsequent Board members will be selected based on the following criteria:

- **Alumni status:** Must have graduated from the institution.
- **Engagement:** Demonstrated involvement in alumni activities, such as participation in events, mentoring, volunteering, or philanthropy.
- **Leadership:** Ability to represent the interests of alumni and influence others within their networks and contribute to strategic discussions.
- **Diversity:** Members will be chosen to represent a variety of industries, career stages, regions, and backgrounds to ensure a comprehensive perspective.
- **Commitment:** Willingness and ability to actively participate in meetings and AAB's initiatives.

#### Application Process:

- Alumni can apply directly or be nominated by anyone within the Alumni community.
- Applicants will be reviewed by a selection committee, which will include both current board members and Dean of the Alumni.
- Final approval will be given by the DCET Alumni Board, based on alignment with the board needs and strategic goals.

### 4. Roles and Responsibilities

#### General Responsibilities

Board members are expected to:

- **Attend:** Attend and actively participate in meetings, events, and activities
- **Advise:** Provide strategic input on alumni engagement, institutional initiatives, and other matters as requested by DCET.
- **Promote:** Act as ambassadors of DCET within their communities, promoting alumni involvement and representing DCET at official functions.
- **Engage:** Participate in alumni events, volunteer activities, and philanthropic campaigns.
- **Mentor:** Serve as a resource for current students and recent graduates by offering career advice, networking opportunities, and mentorship.
- **Collaborate:** Work closely with DCET's alumni relations office to execute initiatives and provide feedback and insights on alumni-related programs and policies

#### Chairperson's Role:

- The chairperson of the Board shall be the DCET Chairperson who will serve as a liaison between the board, DCET's administration, and Alumni and ensure that the board's decisions and recommendations are communicated effectively. The DCET Chairperson will identify priorities for the projects and estimated expenditures and will update the Board about the status of the various projects on an ongoing basis.

## 5. Decision-Making Criteria

The Alumni Advisory Board will consider the following factors in decision-making:

- Honoring the desires and restrictions, if any, imposed by the donor/s and the endowment/s, if the decisions involve using Alumni funds
- Alignment with the institution's strategic goals, both short-term and long-term
- The potential impact on alumni engagement, student experience, or the broader DCET community.
- Feasibility and resource requirements for implementation.
- Inclusivity and representation of diverse alumni perspectives.

**Caution:** The Alumni funds are not to be considered as slush funds by DCET. or the Board. All decisions must be through consensus, in line with DCET Strategic plan and priorities and strive towards DCET's goal of reaching a premier status.

### Voting Procedures:

- It will strive for consensus in decision-making, ensuring all voices are heard.
- In cases where a formal vote is necessary, a majority of members present must agree for a decision to pass.
- Voting can occur during meetings or via electronic means, if necessary.

### Transparency

- All decisions will be documented, and minutes will be distributed to ensure transparency and accountability
- An annual report shall be issued by DCET chairperson providing the status of the Alumni funds, expenditures, project reports etc.

## 6. Term of Board Members

- **Term Length:** Board members will serve a term of two (2) years, with the option for reappointment for one additional term, subject to approval by the board
- **Staggered Terms:** To maintain continuity, terms will be staggered so that approximately one-half of the board rotates each year starting in Year 2 of DCET AAB becoming functional.

- **Resignation and Replacement:** Should a member need to resign before the end of their term, a replacement will be selected following the same criteria and process outlined above.

## 7. Frequency of Meetings

- **Regular Meetings:** The board will meet at least quarterly (four times per year), with meetings scheduled in advance. The last quarterly meeting each year should be coordinated with DCET’s annual Alumni meeting.
- **Special Meetings:** Additional meetings may be called as needed to address urgent matters or opportunities that require input.
- **Format:** Meetings may be held in person, virtually, or a combination of both, depending on the needs of the members and DCET.
- **Attendance:** Members are expected to attend at least 75% of all scheduled meetings during their term.

## 8. Amendment to the Charter

- This charter may be amended by a two-thirds majority vote of the DCET AAB members, provided that the proposed amendment has been submitted to all members at least 30 days prior to the vote.

## 9. Adoption

This charter is adopted on .....(Date), and becomes effective upon approval by AAB and DCET.

### Signatures:

Chairperson: \_\_\_\_\_

Date

Department Head: \_\_\_\_\_

Date:

Witnesses: 1. \_\_\_\_\_

Witnesses: 2. \_\_\_\_\_