

## **NVC Procedure for NVC Student Alumni Ambassador**

### **Purpose**

In order to fully implement the Alamo Way policy of Principle Centered Leadership by providing students with leadership experiences and to ensure students participate in shared governance, the NVC Wildcats Alumni Board of Directors welcomes the inclusion of a Student Ambassador. The mission of a Student Ambassador is to serve as a voting student liaison to the NVC Wildcats Alumni Board of Directors and NVC Director of Community Collaborations. The Student Ambassador represents students' interests at NVC events and Board Committee meetings. The NVC Wildcats Board of Directors encourages NVC to promote candidates who are deeply committed to the mission, vision and values of the NVC Wildcats Alumni, with a goal of ensuring that student interests are effectively represented. The Student Ambassador is an example of Northwest Vista College's dedication to building student leaders and its ability to work alongside those leaders to further student success.

### **Duties and Responsibilities**

The Student Ambassador shall be seated and recognized as the Student Ambassador, member of the Board of Directors at Board meetings, excluding any non-public executive session. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for executive session materials). The Student Ambassador is a voting member and may move or second a measure. The responsibilities of the Student Ambassador are to:

1. Take all required Ambassador training and participate in Board meetings, events, and conferences.
2. Study documents presented to the Board of Directors for board committee meetings and regular board meetings, excluding any non-public executive session materials.
3. Propose any items to be placed on the Board agenda to the Director of Community Collaborations.
4. Review the upcoming Board of Directors' agenda with other students and/or student clubs and organizations including the NVC Student Government Association (SGA) President and the Student Leadership Institute (SLI) President, and the NVC Phi Theta Kappa- Beta Lambda Upsilon (PTK) President and seek student input on the issues/agenda items.
6. Serve on any committee appointed by the President or Director of Community Collaborations.

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7. Create an NVC Wildcats Alumni portal in AlamoEXPERIENCE and include the Board of Directors as members.
8. Input all NVC Wildcats Alumni Events and Fundraisers in AlamoEXPERIENCE at least 2 weeks before any event.
9. Track all students whom attend events and fundraisers and upload that data, so students will receive credit on their co-curricular transcript.
10. Create one student Alumni Mixer event per semester to donate to the Alumni Scholarship Fund.
11. Create flyers for NVC Wildcats Alumni Events and Fundraisers.
12. Attend commencement in May, and hand out Alumni cards to graduates. Option to sit on the stage.
13. Create a cord, stole, or medallion for the NVC Wildcats Alumni for Commencement or formal ceremonies
14. Responsible for training the Alternate and providing documents, processes, and passwords for the next Student Ambassador.
15. Be able to respond to Alumni emails within two business days (48 hours)

The Student Ambassador will be held to the same standards of performance and behavior/accountability of an elected Board Member in recognition of the trust and importance of the office.

Transportation allowance/reimbursement for travel necessary to attend official NVC Alumni business as authorized by the Board President, shall be provided for the Student Ambassador at the same rate as that established for other Board Members. The Student Ambassador may, upon prior approval by the Board President, attend conferences pre-approved for Alumni attendance and be reimbursed for expenses associated with the approved conferences pursuant to Board Policy.

### **Term and Selection Process**

The student will be selected by the Board in March and serve a one-year term as a voting member of the Board from May 1 through April 30.

1. By March 1, the NVC Wildcats Alumni Board of Directors will invite applications, through a broad-based information campaign directed at the student bodies, based on a common criteria and form. A student candidate applicant must:

a. Be currently enrolled at NVC and maintain enrollment in at least twelve credit hours during the election period and throughout the Student Ambassador's term of office (Summer enrollment is optional);

b. Be working toward an Alamo Colleges District credential and not be eligible to or actually graduate/complete until their term on the board will end;

c. Have and maintain a minimum cumulative grade point average of 3.0;

d. Demonstrate service commitment at NVC and/or in the community;

e. Submit a personal essay concerning the Student Ambassadors reasons for wishing to serve; and

f. Commit to taking Leadership training within 60 days of being seated as Student Ambassador.

2. A student is not required to give up any student employment with the Alamo Colleges in order to be seated as a Student Ambassador.

3. The NVC Wildcats Alumni Board of Directors will, through application screening and interviews, select a candidate who meets these criteria, and select one primary Student Ambassador and one alternate. If for any reason the NVC Wildcats Alumni Board of Directors does not have enough seats or functioning sufficiently to perform these duties, then the College President may designate another appropriate campus organization to do so.

4. The alternate Student Ambassador will "shadow" the primary Student Ambassador and attend Board Meetings and other appropriate events should the Student Ambassador be absent, or replace the Student Ambassador if she/he leaves prior to the completion of the term (the alternate will not receive funding for shadowing activities). At the approval of the President, the alternate Student Ambassador may attend conferences pre-approved for Ambassador attendance and be reimbursed for expenses associated with the approved conferences pursuant to Board Policy.

5. The Student Ambassador serves at the will of the Board and may be recalled for failure to maintain qualifying requirements, nonperformance of duties, violation of the Student Code of Conduct, ethical lapse or failure to maintain satisfactory academic progress by a simple majority vote of the Board of Directors, or for any reason by a two-thirds supermajority vote of the Board.

6. A Student Ambassador who is recalled may not run for a second term.
7. A student may serve only one term as Student Ambassador.

### Scholarship

The Student Trustee, in recognition of his/her service on the Board of Trustees, shall receive a \$300 scholarship at the end of the Fall and Spring semester of his/her service, for a total of \$600 in recognition that the time spent as an Ambassador may reduce earning opportunities necessary to remain in college. The Board will ensure the student's financial eligibility. If the student owes any money to the college, those debts will be paid first. If the student does not meet all requirements set by the Board, he/she forfeits the scholarship.

### Timeline

**March** Open for applications online

**April** Interviews

**April** Recommendation sent to NVC Executive Team

**April** Top applicant is contacted and a meeting is scheduled

**April** Student Ambassador is announced to the college, social media, La reVista, and Alumni Newsletter

**May** Student Ambassador (and alternate) begins term and serves one year (May 1, 2022 – April 30, 2023)

**May** Student Ambassador attends Commencement