

# Prestonwood Christian Academy Alumni Relations Council



## **Purpose**

The Prestonwood Christian Academy Alumni Relations Council is comprised of alumni who, by their demonstrated commitment to PCA, have been selected to represent the entire alumni body. This Council is responsible for much of the planning and promotion of the alumni programs throughout the year.

Serving on the Alumni Relations Council is an important opportunity to serve Prestonwood Christian Academy and to advance its mission.

The purpose of the Prestonwood Christian Academy Alumni Relations Council is to ...

- Help to advance the mission and vision of Prestonwood Christian Academy
- Nurture relationships with current and future alumni and to engage them in the life of Prestonwood Christian Academy and its alumni efforts
- Foster a spirit of loyalty and camaraderie among alumni of Prestonwood Christian Academy
- Promote and enhance effective communication between Prestonwood Christian Academy and its alumni while encouraging alumni to maintain a continuing relationship with the school
- Coordinate, promote and increase participation between alumni, future alumni and Prestonwood Christian Academy
- Encourage financial support of Prestonwood Christian Academy
- Ensure the quality of future alumni by promoting the school and assisting in identifying and recruiting future students

## **Responsibilities of the Alumni Relations Council**

### **Chair**

The Chair will work with the Director of Alumni Relations to ...

- Serve as the Chief Executive Officer of the Alumni Relations Council
- Set the agenda, convene and preside over meetings of the Council
- Call special meetings as necessary with the approval of the Director of Alumni Relations
- Ensure that all committee chairs prepare and present to the Council written reports of all events and/or programs sponsored by each committee
- Speak to and encourage the graduating seniors and their families at the Senior Family Breakfast at the end of each school year

### **Vice Chair**

The Vice Chair will work with the Director of Alumni Relations and the Alumni Relations Council Chair to ...

- Assume the role of the Chair in the latter's absence
- Assist the Chair as necessary in the action of his/her responsibilities

### **Secretary**

The Secretary will work with the Director of Alumni Relations and the Alumni Relations Council to ...

- Provide notice of Council meetings to all members
- Write and produce the minutes of all Council meetings
- Distribute minutes to Director of Alumni Relations and Council members upon production
- Maintain and regularly update the contact information of the Alumni Relations Council and Class Agents

### **Events and Activities Committee Chair**

Members of the Events Committee will work with the Director of Alumni Relations to plan and produce all ...

- Alumni Homecoming events
- Alumni Christmas parties
- Alumni receptions as planned (Back to School Day, Homecoming, etc.)
- Members of this committee will also help the Director of Alumni Relations and Class Agents to initiate the five- and ten-year Homecoming reunions
- Help plan and coordinate Head of School college visits with alumni
- Help coordinate the sending of care packages to college freshmen at or around first final exams

### **Stewardship Committee Chair**

Members of the Stewardship Committee will work with the Director of Alumni Relations, the Senior Director of Development and the Director of Annual Giving to...

- Develop a strategy for and encourage alumni giving to the PCA Fund and to PCA's Sponsor-A-Child program
- Help develop a culture of biblical stewardship and philanthropy among PCA's alumni base

### **Communications Committee**

Members of the Communications Committee will work with the Director of Alumni Relations to ...

- Write notes to alumni who contact Admissions to enroll their own children in PCA
- Send wedding gifts to alumni when they marry and when they have a baby

**Note:** *A strong alumni participation rate is a source of pride for the school and an indication of the loyalty of alumni. Many corporations and foundations want to know about our alumni participation rate when they make decisions on determining their philanthropic support. Therefore, alumni participation is valuable not only internally, but externally, as well. As a result, the faithfulness of our alumni plays a vital role in PCA's ability to attract prospective students and seek funding from corporations and foundations.*