

**THE GEORGE WASHINGTON ALUMNI ASSOCIATION  
ALUMNI TRUSTEE AND RECENT ALUMNI TRUSTEE RECOMMENDATION PROCESS**

**PROGRAM STATEMENT**

**Mission:**

At the request of The George Washington University Board of Trustees (“the Board”), the George Washington Alumni Association (“the GWAA”) annually makes nominations for alumni to fill vacancies among the five (5) Alumni Trustees and two (2) Recent Alumni Trustees who serve on the Board of Trustees.

**Eligibility:**

All alumni of The George Washington University are eligible, provided that each candidate:

- has earned a degree from the University;
- is not an employee of the University; and
- meets all eligibility criteria in the University Bylaws, which will be summarized in the nomination packet.

Additionally, a candidate for a Recent Alumni Trustee position must have graduated less than five and one half years preceding the beginning of the term.

Alumni Trustees and Recent Alumni Trustees serve for terms of office according to the University Bylaws, and are eligible for re-election consistent with the University Bylaws.

**Criteria:**

The ideal candidate for a position as an Alumni Trustee or Recent Alumni Trustee:

- will have a demonstrated commitment to the University and/or its alumni, through active involvement in the activities of the GWAA or one of its constituent organizations, or other alumni organizations recognized by the University, or through philanthropic or other active support of the University;
- will have a demonstrated commitment to the University through appropriate philanthropic support; and
- will be distinguished through either volunteer or professional activities, which may include service and activity while a student at GW.

**Process:**

The process for making the recommendations is as follows:

- At the conclusion of each fiscal year, the Board of Trustees (or its designee) will notify the GWAA what alumni trustee and recent alumni trustee vacancies it anticipates for the next year
- The GWAA will make recommendations to the Board to fill the vacancies; this responsibility will be delegated to the Nominations Committee, which will be comprised according to the GWAA's bylaws
- The Board of Trustees committee with jurisdiction over nominations of trustees will be invited to send a representative to participate in the Nominations Committee proceedings in an advisory capacity
- The GWAA will use a form to solicit nominations; this form will be presented to the Vice President and General Counsel for review
- Upon its review of the nominations, the Nominations Committee will generate a slate for each vacant position; each slate will include three (3) nominees for each position, provided the Nominations Committee concludes there are three (3) nominees of equal caliber; if there are two Alumni Trustee positions vacant simultaneously, the committee may generate one slate with five (5) nominees)
- Each nomination will be considered by the GWAA for three successive years, unless the Nominations Committee votes to remove a nomination from future consideration; the chair of the Nominations Committee will invite each nominator to supplement carried over nominations in each successive year
- Upon selection by the Nominations Committee, the Associate Vice President for Alumni Relations and Development will contact each candidate to explain the process and confirm willingness to serve if selected
- The Nominations Committee's proposed slates will be forwarded to the GWAA Board of Directors for its approval
- Upon approval by the Board of Directors, the Associate Vice President for Alumni Relations and Development will forward the names and supporting materials for each candidate to the Board, care of the Vice President and General Counsel
- The Board will undertake its own vetting process of the candidates, and will make its choice for new alumni trustees and recent alumni trustees from the slates of nominees provided by the GWAA
- The provision regarding the carryover of nominations for three successive years will apply to candidates nominated by the GWAA but not selected by the Board

**Timetable (approximate):**

- Early July – Board of Trustees informs GWAA what Alumni Trustee and Recent Alumni Trustee vacancies it anticipates for the next year
- Early August – Draft of GWAA Alumni Trustee and Recent Alumni Trustee nomination packets approved by the Board (or its designee) and the GWAA
- Early September – GWAA Alumni Trustee and Recent Alumni Trustee nomination packets distributed to GW leadership, and nominations process announced in the *Colonial Cable* e-Newsletter (reminder to be included in the October *Colonial Cable*)
- Late October – Alumni Trustee nominations due to Office of Alumni Relations
- Mid November – GWAA Nominations Committee meets and makes its recommendations
- Late November – Associate Vice President for Alumni Relations and Development contacts each candidate
- Early December – GWAA Board of Directors confirms recommendations
- Mid December – GWAA recommendations forwarded to Board of Trustees care of the Vice President and General Counsel by Associate Vice President for Alumni Relations and Development
- Late December to Late January – Board Nominations Committee vets candidates and makes final selection
- Mid February – Board Nominations Committee presents candidates to the Board of Trustees; Board tables confirmation of candidates until May; candidates invited to attend May Board meeting
- Mid May – Alumni Trustees and Recent Alumni Trustees confirmed

Note: This timetable assumes a December meeting of the GWAA Board of Directors. Regardless of the meeting schedule from year to year, the GWAA must complete the recommendation process no later than December 15<sup>th</sup>.

Adopted by the GWAA Board of Directors  
June 9, 2004

Adopted by resolution by the University Board of Trustees  
October 15, 2004

Revised August 20, 2009