

**Alumni Careers Committee
Working Document**

1. Mission

The Alumni Careers Committee (ACC) addresses the career development interests and needs of all Princeton alumni – undergraduate and graduate – throughout a lifetime. In coordination and partnership with appropriate bodies of the University, the ACC provides opportunities to engage, educate, and connect alumni to promote more effective career development and transition. The ACC also helps to create opportunities for alumni to develop their career networks, within and outside their career fields.

2. Sub-Committees

A. Alumni Outreach Sub-Committee

The Alumni Outreach Sub-Committee coordinates with alumni regional associations, alumni classes, appropriate University entities, and individual alumni to gather information about alumni career-related needs and interests, as well as the effectiveness of the ACC. Sub-Committee members develop surveys for alumni and analyze the results. These surveys include 1) the ACC Survey for Regional and Class Volunteer Leaders and 2) the Careers Module for the Reunions Major Class Year Survey. By working closely with the Program Planning Sub-Committee, members of the Outreach Sub-Committee use feedback from alumni to make ACC program modifications and recommendations.

B. Program Planning Sub-Committee

The Program Planning Sub-Committee conceptualizes, proposes, develops, promotes and implements career and networking-related programming for Princeton alumni, in coordination with the Alumni Council, regional alumni bodies, and other University entities, as appropriate. The Sub-Committee evaluates feedback on prior events and survey results with the Alumni Outreach Sub-Committee to modify existing programming and develop new offerings to best fit the career development needs of Princeton alumni.

C. Governance/Charter Sub-Committee

The Governance/Charter Sub-Committee develops documents, such as the Committee charter, and provides guidance that steer the strategic direction of the ACC. Sub-Committee members work with the chair and vice-chair, other sub-committees, and the Alumni Council to ensure that the Committee is operating most effectively, and refreshes documents and guidance, as necessary, to reflect strategic changes in the Committee's focus and direction, including making ad-hoc sub-committees into standing sub-committees.

D. Ad-hoc Sub-Committees

From time to time, the committee may form additional sub-committees to address projects in support of its mission. These might include, but are not limited to, the annual Reunions program planning sub-committee.

3. Committee Leadership

A. Appointment and Term

As set forth in the By-Laws of the Alumni Council, the chair and vice-chair of ACC are each appointed by the Chair of the Alumni Council for two-year terms.

B. Responsibilities of the Chair and Vice Chair

- i. Work with the committee's staff liaison(s) to build committee membership and plan the committee's meetings and work.
- ii. Moderate committee meetings and/or committee conference calls.
- iii. Coordinate the work of the sub-committees.
- iv. Contribute to the work of the committee between committee meetings and/or conference calls.
- v. Represent the committee on the Alumni Council Executive Committee.
- vi. Serve as ambassadors of alumni career development.
- vii. Review this working document and committee composition annually, in coordination with the Governance/Charter Sub-Committee.

4. Committee Membership

A. Composition

The alumni membership of ACC shall be drawn from the full complement of those parties who are interested in facilitating the career development of Princeton alumni by working with the University, classes, graduate alumni, regional groups, and affiliated groups, as well as with each other. In selecting alumni committee members, the chair and vice-chair shall emphasize diversity in all its forms (e.g. geographic, racial/ethnic, age, gender, etc.). It is understood that the committee's work benefits from members who have experience in a range of career fields, comprise both undergraduate and graduate alumni, and represent different career stages. Accordingly, the committee should endeavor to include representatives from each of the following categories:

- i. Undergraduate alumni
- ii. Graduate alumni
- iii. Alumni who work or volunteer in a career-related field
- iv. Alumni broadly representative of a variety of career paths, including but not limited to;
 - a. Public Sector/Government
 - b. Legal

- c. Academia/Education
 - d. Non-Profit
 - e. Health Care
 - f. Finance
 - g. Arts/Entertainment
 - h. Communications
 - i. Consulting
 - j. Information Technology
- v. Alumni from early (within 5 years of graduation), middle, and late career-stages, including those who have made significant career transitions
 - vi. Students from the undergraduate and graduate student bodies

B. Term

- i. The length of service term for *undergraduate and graduate alumni committee members* is two years, renewable at the discretion of the chair for a maximum of three terms staggered as necessary to ensure continuity of the ACC mission. The length of service term for *current undergraduate and graduate student committee members* is two years, renewable at the discretion of the chair for a maximum of two terms, or until the student graduates from the University.
- ii. At the discretion of the chair, a member who has already completed his or her maximum number of years of service (as allowed in *section i* above) may return to the committee only after taking off one year, but will then be limited to only two years of additional service.

C. Appointments and Removals

The committee chair may make committee appointments or removals for cause at any time with the concurrence of the Chair of the Alumni Council.

D. Committee Member Responsibilities

- i. Attend committee meetings and/or participate on committee conference calls.
- ii. Contribute to the work of the committee between committee meetings and/or conference calls.
- iii. Sit on and contribute to the work of at least one sub-committee during the course of each academic year.
- iv. It is preferred that each member attend at least one Committee event/program each academic year.
- v. Serve as ambassadors of alumni career development and networking