



***Northeastern University School of Law (NUSL)  
Alumni/ae Association Board of Directors  
2021-2022 Member Orientation Packet***

**General Information**

Founded in 1974, the mission of the Alumni/ae Association is to increase the number of actively engaged School of Law alumni/ae, provide opportunities for alumni/ae to interact and maintain relations with each other and the general School of Law community, and promote the public image and well-being of the School of Law.

The Board also offers the opportunity to work with the development office of the law school in its fund raising efforts, which clearly comports with the missions described above. This year is a great opportunity for the Board to rededicate itself to ensuring that the school has the resources to continue its unique mission and strengthen its commitment to its students and graduates.

The Alumni/ae Association has a board of directors consisting of nearly 25 graduates who serve three-year terms. In addition, the By-laws allow for up to three non-voting NUSL student representatives, who are elected by their classmates, to serve on the board. (they do not attend the year-end slate meeting).

We realize that because of your passion for NUSL, each of you is contributing your valuable time and energy to this board. We truly appreciate your dedication to the school and want this to be a rewarding experience for you. As a result, we have laid out the expectations for you and hope that you will find the experience both productive and worthwhile.

**By-Laws:**

Please carefully read the NUSL Alumni/ae Association Board By-laws and feel free to ask questions of Katie Garrett (President).

**Board Structure:**

There are four executive officers, which include the President, Vice-President, Treasurer, and Clerk, who are elected for one-year terms. Additionally, there are approximately 25 directors who typically serve a three-year term and can stand for reelection after completing those three years. Sometimes, a new member will be filling in for someone who left in the middle of a term, so they may initially only serve for one or two years. In recent years, we have sometimes added members from regions outside of greater Boston, who participate in person when possible, or via conference call, representing some of our most heavily populated alumni/ae areas. Each year, no later than the September meeting, you will be provided with an updated Board Directory for your convenience. Please note that some members *only* wish to be contacted through their personal e-mails and addresses. It is expected that you can be reached via email and phone for board-related matters and that you will respond to board-related emails in a timely manner. Please be sure to let Mielle Marquis ([m.marquis@northeastern.edu](mailto:m.marquis@northeastern.edu)) know if your contact information changes.

## Board/School Calendar:

Below is the board meeting schedule for the year. **It is expected that board members will attend at least 4 of the 5 board meetings each year, preferably all of them** – since we do not meet on a monthly basis. Additionally, **it is expected that board members attend at least four NUSL events throughout the year, including *Connections* and *Reunions***, as well as two other events. If you are traveling for work and can combine work-related travel with a regional outreach event, we strongly encourage you to do so. Regional representatives participate *via* teleconference, but we strongly suggest that all others **attend board meetings in person (when health and safety allow)** because face to face contact is always preferable and there are often important discussions before and after the formal meeting. (Besides, you miss the meal and valuable networking when you don't come in person!)

### 2021-2022 Board meeting schedule:

Date	Time	Location
*Tuesday, August 10, 2021	9:00 a.m.	Zoom ( <i>Annual Retreat</i> )
1. Thursday, Sept. 9, 2021	5:45 p.m.	NUSL, Room TBD and Zoom
2. Tuesday, Nov. 9, 2021	5:45 p.m.	NUSL, Room TBD and Zoom
3. Tuesday, Jan. 4, 2022	5:45 p.m.	NUSL, Room TBD and Zoom
4. Tuesday, March 8, 2022	5:45 p.m.	NUSL, Room TBD and Zoom
5. Tuesday, June 7, 2022	5:45 p.m.	NUSL, Room TBD and Zoom

### Fundraising and Giving Requirements:

Development work is also an integral part of the Alumni/ae Association Board's function. **It is required that every board member contribute a financial gift to the school each fiscal year.** It is understood that the level of giving may vary depending on your giving ability and circumstances, but the board sets the example for our alumni/ae constituents and 100% board participation is required each year. We recommend that gifts should be made before calendar year end 12/31/21 but have to be made before the June annual meeting each year. In 2022, the expected gift deadline is Tuesday, June 7, 2022 but members are encouraged to give earlier in the year, preferably by calendar year end. We recognize that board members may contribute to the School Community in other ways, however, financial participation through the alumni/ae board is still expected. Link to online giving page: <http://www.northeastern.edu/law/giving/index.html>

### Committee Structure:

The board conducts much of its business through a well-developed committee structure, which includes the following committees:

- **Admissions** (assists with the recruitment of prospective law students)
- **Alumni/ae of Color** (plans two or more annual events, and assists with mentoring relationships for students of color)
- **Career Services Committee** (this is an umbrella committee that acts as a liaison between the Board and Office of Development and Alumni/ae Relations and the Center for Co-op and Career Development with the purpose of assisting students as they develop their career objectives)
- **Community Building Committee** (is an umbrella committee that will act as a liaison between the Board and constituencies related to NU, promotes a philanthropic event)
- **Connections** (organizes one large mentoring event for current students and graduates, our largest event of the year, typically in April)
- **Development** (focuses on developing and spearheading fundraising projects and related development work of the Board)

- **Nominating** (seeks nominations and recommends a slate of nominees for any vacancies for directors or officers of the Board)

Additionally, the board also has created ad-hoc groups occasionally to serve the school and alumna/e as needed: (1) Legislative, which is dormant at the moment as there is no pending legislation that the board has identified as being of interest to its mission; and (2) Governance, which is charged with the work of bringing the Board’s filings with the Secretary of the Commonwealth up to date and developing a system for regular annual filings.

Please read the attached in-depth committee descriptions. Please select at least three committees in which you would like to take an **active role**, note any leadership roles in which you are interested, and send an email to Katie Garrett or Mielle Marquis ([m.marquis@northeastern.edu](mailto:m.marquis@northeastern.edu)) with your selection(s) **by August 20, 2021**. Each committee is chaired by a board member who is appointed by the president with the Executive Committee’s approval. Before the initial September meeting, you will be notified of your committee assignments, so that the Board can “hit the ground running” at the September meeting. In between Board meetings, committees typically talk via conference call to continue their work, plan events, and continue managing their responsibilities.

My signature below indicates that I have read and understand my obligations as a member of the Board of Directors. Please send via PDF to Mielle Marquis at [m.marquis@Northeastern.edu](mailto:m.marquis@Northeastern.edu).

---

(Name) \_\_\_\_\_ (Date) \_\_\_\_\_

**Northeastern University School of Law  
Alumni/ae Association Board of Directors  
2021-2022 Committees**

**1. Admissions Liaison**

The Admissions Liaison works closely with the Admissions Office to encourage alumni/ae participation in the recruitment of prospective law students. This enables prospective students to learn from graduates about the unique legal education the Law School offers and serves as a way for NUSL graduates to connect with future generations of NUSL students.

**2. Alumni/ae of Color Committee**

The Alumni/ae of Color Committee organizes the annual Alumni of Color panel held in the spring which features panel discussions tailored for students of color. Every year, the Committee also selects recipients of the Denise Carty-Bennia Memorial Bar Award and presents the award to several graduating seniors at the annual reception held in May. The Committee encourages graduates of color to share their experiences with current students and promotes mentoring relationships and visits by alumni/ae to students of color organizational meetings.

**3. Career Services Committee**

The Career Services Committee is an umbrella committee that will act as a liaison between the Board, the Office of Development and Alumni/ae Relations and the Center for Co-op and Career Development with a purpose of fostering relationships between alumni/ae and students and assisting students as they develop their career objectives. The committee will conceive and organize several projects and events every year in partnership with the Alumni/ae Relations and Career Development Offices. In the past, the committee has worked on projects such as: Ten Minute Mentoring events, creating a national mentoring list, publishing articles by alumni for students, a Survive and Thrive Panel, and a letter welcoming 3Ls to the alum community from the Alumni/ae Office and the Board.

**4. Community Building Committee**

The Community Building Committee is an umbrella committee that will act as a liaison between the NUSL Board and various constituencies. The committee members will conceive and organize philanthropic projects and community events, such as a "Project Citizenship" day to assist immigrants applying for citizenship or a virtual book club meeting for NUSL alumni/ae and community. The committee will explore ways to promote the stature of the school.

**5. Connections Committee**

The Connections Committee organizes the annual Connections event held in April, which is designed to allow students to have direct contact with and develop mentoring relationships with alumni/ae. Last year, a virtual mini-Connections was held in addition to the main Connections event also held virtually and attended by approximately 300 people. This year, Connections will take place in April at a location to be determined.

**6. Nominating Committee**

The Nominating Committee, consistent with the Board By-Laws, seeks nominations from the alumni/ae body for any vacancies on the Board. Two weeks prior to the final meeting in June, the Nominating Committee forwards to the Clerk of the Board the nominees to fill vacancies on the Board of Directors and a nominated slate of Officers for a vote at the final meeting in June. The Nominating Committee considers the make-up of the Board and works with the Board to generate interest among potential new members to fill future vacancies. The By-Laws require that this Committee have no fewer than five (5) Directors.

**7. Development Committee**

The Development Committee was created by a majority vote of the Board of Directors at its September 13, 2011 meeting to replace the Fundraising/Development *Ad Hoc* Committee. This committee will focus on developing and spearheading fundraising projects and related development work of the Board.