



Volunteer Handbook

Board of Regents Responsibilities

Much of the learning and growing that occurs at Institute takes place outside the classroom. Your role is to conduct Institute at your site within the framework established by the National Board of Trustees. The degree to which the Board of Regents accepts and carries out its duties determines the success of Institute.

Your full participation in Institute includes completing your regent assignment on a timely basis and attending all meetings of the Board of Regents during your term of office. You are expected to serve as a resource on-site during the full week of Institute.

The overall role of the regents can be summarized into three areas:

- Promotion and recruitment.
- Back of the house responsibilities, i.e. serving on various committees.
- Front of the house responsibilities, i.e. interacting with and guiding attendees on-site and throughout the year, when applicable.

Responsibilities of all Regents

- Serve in an advisory capacity, communicating and carrying out policies adopted by the National Board of Trustees.
- Promote enrollment in Institute to association, chamber, and nonprofit professionals through various mediums including, but not limited to social media, email, and word-of-mouth.
- Support the program by sending an executive from your organization and/or mentoring an executive from another organization.
- Champion DE&I efforts of increasing representation by proactively reaching out to national, local, and/or regional diversity representative organizations to build relationships and increase program awareness.
- Demonstrate commitment to the Institute program by fully participating in all activities during the week of Institute.
- Promote respectable conduct, student morale, and attendance in class.
- Support the program financially by donating directly to the scholarship fund through online fundraising efforts.
- Attend board meetings and participate in conference calls.
- Serve on at least one committee throughout the year as planning takes place or on-site during the Institute week.



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- Facilitate industry consultations as needed.
- Audit classes as needed.
- Communicate complaints or issues of concern immediately to Institute staff.
- Provide recommendations to Institute staff for program improvement in the areas of logistics, curriculum, and faculty.

Responsibilities of the Chair, Board of Regents

- Represent the Board of Regents on the National Board of Trustees.
- Serve as a role model for all volunteers and participants involved with Institute.
- Maintain consistent communication with Institute staff throughout the year and serve as liaison between staff and regents.
- Preside over conference calls and meetings; coordinate with staff on agenda items.
- Delegate specific regent assignments for the successful implementation of Institute week.
- Emcee the Graduation Ceremony and Institute Kickoff, when applicable.
- Along with the Vice Chair, identify and coordinate recognition of volunteers associated with the Institute program.
- Develop board talent for future leadership positions.

Responsibilities of the Vice Chair, Board of Regents

- Represent the Board of Regents on the Curriculum Committee.
- Serve as a role model for all volunteers and participants involved with Institute.
- Assist Board Chair with conference calls, meetings, and in the case of Board Chair absence, preside over meetings and calls.
- Manage the Class Advisor program or oversee scholarship and fundraising efforts.
- Participate in the Graduation Ceremony in recognition of the graduating class.
- Along with the Chair, identify and coordinate recognition of volunteers associated with the Institute program.