



Application to Serve 2018-2019 Academic Year

Rev. January 2016, Updated January 2018

Thank you for your interest in serving with Rice Engineering Alumni. This packet consists of two parts: the application form (pages 1-2), and background information about the various volunteer roles in REA (pages 3-5). **Please read pages 3-5 before completing the application.** A completed application consists of pages 1-2 as well as any requested attachments.

Completed applications are due **March 4, 2018** and should be emailed to rea.board.nominations@gmail.com

For any questions on the application process or requirements, please contact:
Rajat Duggal (Chair, REA Board Governance)
Email: duggal.r@gmail.com

Personal Information

Name:

Degrees from Rice and other institutions

Institution, degree, year: _____

Institution, degree, year: _____

Employer: _____

Title or Position: _____

Contact Information

City of Residence: _____

Mailing Address: _____

Preferred E-Mail: _____

Phone (business): _____

Phone (mobile): _____

Volunteer Interests

Please place "1" next to your top interest, "2" next to your second interest, etc. You may rank as many interests as you wish:

- ___ Board of Directors
- ___ Chapter Steering Team
- ___ check one: Austin Dallas/Fort Worth San Francisco Bay Area
- ___ Grants & Awards Committee
- ___ Alumni Honors Committee
- ___ Education & Outreach Committee
- ___ Sponsorship Committee
- ___ Communications Committee

Please provide the following information. For questions 2 and 3, feel free to type your responses on this form or provide them as attachments.

1. Please attach your most current resume.

2. Please list and describe any Rice-affiliated activities or groups that you have participated in since graduation.

3. Please describe in no more than 300 words why you want to serve with REA and what contribution you would bring to the organization.

Signature (written or typed): _____

Date: _____

Information for Volunteers

2018-2019 Fiscal Year

Rev. January 2016, Updated November 2016

Overview of REA

Rice Engineering Alumni (REA) is the alumni organization of the George R. Brown School of Engineering (GRBSOE) at Rice University. The goal of REA is to serve as a catalyst for beneficial collaboration and lifelong connections between alumni and the school. REA pursues this goal by recognizing outstanding achievements, supporting students, and facilitating interactions among alumni, students, faculty and staff. Founded in 1938, it is Rice's oldest alumni organization.

Every Rice alumnus who has a degree from one of the departments of the George R. Brown School of Engineering is a member of REA:

- Bioengineering
- Chemical & Biomolecular Engineering
- Civil & Environmental Engineering
- Computational & Applied Mathematics
(formerly Mathematical Sciences)
- Computer Science
- Electrical & Computer Engineering
- Materials Science & Nano Engineering
- Mechanical Engineering
- Statistics

Volunteer Roles

REA's principal volunteer opportunities are outlined below. Additional detail on the Board of Directors is provided on page 5. (See also <http://alumni.rice.edu/rea/leadership>)

A. Board of Directors

As the governing body of REA, the Board of Directors oversees the affairs of REA; provides leadership to REA and the Rice engineering alumni community; and represents REA to its general membership and other groups. Principal functions include:

- establish policies and guidelines for REA
- set the strategic plan and the programmatic direction of REA
- establish a budget and allocate funding for REA programs
- serve as ambassadors for Rice Engineering to alumni and professional communities

B. Chapter Steering Teams

Since 2013, REA has had permanent chapters in Austin, Dallas/Fort Worth (DFW) and the San Francisco Bay AREA (SFBA). Each chapter is led by a volunteer steering team; one or two of whom also serve on the REA Board of Directors. Supported by the REA Board and the Alumni and Development staff, each steering team:

- plans the chapter's budget and programs for the year
- publicizes and executes chapter events/programs

C. Standing Committees

Much of the work of REA is conducted by its standing committees. Each committee consists of 5-10 alumni, including two or more members of the Board of Directors. Supported by the Board and the Alumni and Development staff, these committees plan, budget, and execute programs to serve the mission of REA. Current standing committees include:

1. Grants & Awards

- manages REA's Student Project Grant Program
- manages REA's scholarship program
- publicizes, plans and executes the REA/GRBSOE End-of-Year Picnic

2. Alumni Honors

- manages the School of Engineering's three principal alumni awards (Outstanding Engineer Award, Outstanding Young Engineer Award, and Distinguished Service Medal)
- spearheads other recognition efforts (e.g. memorial resolutions) by REA
- publicizes, plans and executes the Alumni Honors Presentation

3. Education & Outreach

This committee manages REA's programs in the Houston area that engage alumni with each other, with students, and with the school. Principal programs include:

- connecting alumni to the School of Engineering to recruit Rice students for internships;
- "Engineer Your Career" panel in which alumni share career expertise with students
- Fall Social
- fellowship events such as football and baseball tailgate parties
- spearheading alumni participation as judges, speakers, sponsors, and mentors for the Oshman Engineering Design Kitchen (OEDK), Rice Center for Engineering Leadership (RCEL), and other programs throughout the year
- coordinating alumni participation in community events such as the Science & Engineering Fair of Houston

4. Sponsorship

- plans programs to drive continued sponsorship engagement
- produces the REA Annual Report

5. Communications

- maintains REA website and social media presence
- manages REA's communications with alumni, faculty, staff, and students

Summary of Time Commitment for Volunteer Roles

Each of the above roles has different expectations for term of service, meetings, principal events and REA Sponsorship. Note that the terms of service of the Board of Directors may be revised during 2018.

Role	Term	In-person meetings (per year)	Conference calls (per year)	Principal events (per year)	Approx. hours (per year)	Sponsorship expectation
Board of Directors*	4 years	3	8	2	60-75	Leadership level
Chapter Steering Team	~ 3 years	2-3	4-7	2-4	25-50	Any level
Standing Committee	~ 2 years	--	6-10	1-2	25-50	Any level (Leadership level for Sponsorship Cmte)

*These duties as a Director are in addition to the Director's applicable Chapter Steering Team or Standing Committee responsibilities

Additional Information for Board of Directors Applicants

The Board of Directors is an all-volunteer organization consisting of approximately 24 alumni serving staggered four-year terms. Representatives from the School of Engineering, Alumni Affairs and other university departments participate in Board meetings and support the work of REA. For a roster of the current Board of Directors, please visit:

<http://alumni.rice.edu/rea/leadership>

In order to carry out REA's mission, the Board of Directors consist of members who lead by example, enthusiastically advocate and support REA activities, and serve as faithful ambassadors for REA and the School of Engineering. These responsibilities require mature judgment and the ability to influence and empower others. Directors must be able to perform at this executive level as part of a team.

Board Member Responsibilities

The REA Board of Directors is not an advisory or honorary body, but a *working* board. While individual Directors will have unique interests and strengths, all Directors are expected to:

- **Attend the three major Board of Directors meetings (Kickoff, Fall, and Spring) in person**, and attend the monthly meetings in person or by teleconference. Directors commit to attend these meetings as scheduled, subject only to unusual or unforeseeable emergencies which should be discussed in advance with the REA President. Furthermore, Directors in Houston are also encouraged to attend the monthly meetings in person whenever possible.
- **Serve on REA committees (usually two).**
- **Attend principal REA events:**
 - All Directors attend the Alumni Honors Presentation and REA / GRBSOE End-of-Year Picnic, held in conjunction with the Fall and Spring major meetings.
 - Directors should also make an effort to attend REA, School of Engineering and Rice events in their areas, and serve as ambassadors for REA and the School of Engineering in their communities.
- **Be an REA Sponsor at a leadership level in line with one's capacity.**

While "leadership level" is not explicitly defined, it is intended that most Directors will participate at least at the Gray level (\$150/year), or higher if they are able.