



Information & Instructions for Applicants for REA Leadership Positions

Spring 2022 application cycle

Thank you for your interest in serving with Rice Engineering Alumni. This packet provides essential information for applicants about REA, its volunteer leadership roles, and the expectations and responsibilities of leadership service.

Application Instructions

Applying to serve in an REA leadership position comprises three initial steps:

1. Read this packet thoroughly.
2. Complete the application form at this link:
<https://forms.gle/exdYK7dKMkhVtdNh7>
3. Email your current resume in PDF form to:
George Webb, EE '88, MEE '91
Chair, REA Board Governance Committee
gwebb@rice.edu

These three steps should be completed by **March 1, 2022**. Late or incomplete applications are not considered.

Complete applications are reviewed by REA's Board Governance Committee. As part of the review process, the committee schedules phone or Zoom interviews with applicants in March or early April. The committee then provides recommendations to the Board of Directors, which makes the final selections. Selected applicants can expect to be notified in late April.

The REA operating year, including board terms, begins July 1 and ends June 30, coinciding with Rice University's fiscal year.

For any questions about the application process or requirements, please contact George Webb at gwebb@rice.edu or (713) 348-2704.

Overview of REA

Rice Engineering Alumni (REA) is the alumni organization of the George R. Brown School of Engineering (GRBSOE) at Rice University. Our mission is to support, honor, and connect Rice engineers before and after graduation. We pursue 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 and has approximately 16,000 living members.

Every Rice alumnus who has a degree from one of the departments of the George R. Brown School of Engineering (<https://engineering.rice.edu>) is a member of REA, regardless of their profession or career since graduation. The GRBSOE departments are:

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



Volunteer Roles

REA's principal volunteer opportunities are as follow:

A. Board of Directors

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

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

Additional details for Board of Directors applicants are provided on page 4 of this packet and at <https://alumni.rice.edu/rea/leadership>

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 generally serve on the REA Board of Directors as well. Supported by the REA Board and Rice's Alumni and Development staff, each steering team:

- plans the chapter's budget and programs for the year
- publicizes and executes chapter events and 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 extensive student scholarship program
- publicizes, plans, and executes the REA/GRBSOE End-of-Year Picnic

2. Alumni Honors

- works with the Dean's office to obtain nominations for and select recipients of the School of Engineering's principal alumni awards:
 - Distinguished Service Medal
 - Distinguished Engineering Alumnus
 - Outstanding Engineering Alumnus
 - Outstanding Young Engineering Alumnus
- spearheads other recognition efforts (e.g. memorial resolutions) by REA



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
- planning and executing the “Engineer Your Career” panel and other events in which alumni share career expertise with students
- planning and executing REA’s Winter Social and other fellowship events
- 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

4. Sponsorship

- plans programs to drive financial support of REA
- works with GRBSOE staff to produce the REA Annual Report

5. Communications

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

Time and Financial Commitments

Each of the above roles has different expectations for term of service, meetings, principal events, and REA Sponsorship:

Role	Term	Principal meetings (per year)	Video conferences (per year)	Principal events (per year)	Approx. hours (per year)	Sponsorship expectation
Board of Directors*	3+ 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 REA Board of Directors is an all-volunteer organization consisting of approximately 25 alumni serving staggered three-year terms. Representatives from the School of Engineering, Rice's Office of Alumni Relations, and other university departments participate in Board meetings and support the work of REA. For a current roster of the Board of Directors, please visit:

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

To carry out REA's mission, the Board of Directors consists of alumni 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, a degree of scheduling and financial flexibility, 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 three principal Board of Directors meetings (Kickoff, Fall, and Spring) in person**, and attend monthly meetings by video conference.
 - As with other professional commitments, REA Directors commit to attend board meetings as scheduled, subject only to unusual or unforeseeable emergencies which should be discussed in advance with the REA President.
 - While partial reimbursements may occasionally be available, Directors should assume that travel to board meetings will be largely at their own expense.
- **Serve on REA committees** (usually two).
- **Attend principal REA events:**
 - All Directors attend the Alumni Honors Presentation and REA/GRBSOE End-of-Year Picnic when held in conjunction with principal board 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.**

Serving as a Director of REA includes a commitment to support REA financially as a leader, *in addition to* any support that the Director may give to other units of Rice.

 - Each Director's REA Sponsorship should be at a level that is personally meaningful, rather than merely obligatory. While the term *leadership level* is not explicitly defined, it is intended that most Directors will give at least at the Gray level (currently \$150/year), or higher if they are able.
 - As with other philanthropic boards, REA Sponsorship *levels* are publicly recognized, while exact gift *amounts* are treated confidentially.
 - Directors are asked to make their Sponsorship gifts at the beginning of each board year.

In sum, serving on the REA Board of Directors is both an opportunity and a commensurate responsibility. Hence, it is not for everyone. Interested individuals should honestly assess their ability to meet the above expectations (including attendance and financial support) *before* applying. Individuals who feel they may not have sufficient flexibility or resources to meet these expectations are encouraged to serve in capacities other than as board members.