

THE TRUSTEES OF THE STEVENS INSTITUTE OF TECHNOLOGY

CHARTER OF THE ALUMNI AND DEVELOPMENT COMMITTEE Adopted May 22, 2018

Background: The Alumni and Development Committee (the “Committee”) is a committee of the Board of Trustees of The Trustees of the Stevens Institute of Technology, a New Jersey nonprofit corporation (the “University”). This charter of the Committee (the “Charter”) replaces and supersedes in its entirety the charter of the Committee dated as of August 15, 2012.

Purpose: The purpose of the Committee with regard to alumni affairs is to provide a mechanism for the Board to be regularly informed of issues of importance to the University’s alumni and to promote communications and relationship building among the Board, the alumni and the Alumni Association for the benefit of the University.

The purpose of the Committee with regard to development activities is to assist the Board in overseeing all efforts related to advancing the University, such as university community building and development of relationships to maximize voluntary philanthropic support and fundraising, and providing recommendations related to capital campaigns undertaken by the University. The Committee will work to provide support and direction to the Office of Development and Alumni Engagement in its efforts to develop a strong life-long connection between the University and its students, alumni and friends.

Membership: The Committee shall be comprised of at least four (4) Trustees. The President of the Alumni Association, who then serves on the Board of Trustees, shall be a member of the Committee. It is expected that a significant portion of the members of the Committee will be alumni of the University. Two (2) faculty members will serve on the Committee as faculty participants and will be selected in accordance with established Board procedures for election of faculty as participants to Board committees. The Vice President of Alumni and Development and Vice President for Communications and Marketing shall be ex-officio non-voting members of the Committee. The President of the University shall serve on the Committee as an ex-officio voting member.

Trustee members shall be appointed annually by the Board and one Trustee member shall be designated by the Board to be the Chair of the Committee.

Meetings: The Committee shall meet at least three times during the academic year. Additional meetings may be called by the Chair. Committee members may participate in meetings telephonically or by any other electronic means which allows all persons participating in the meeting to hear each other and participate in the meetings. At the

request of any voting member, the Committee can meet in executive session excluding all except voting members.

Reporting: The Chair shall report advice or findings of the Committee at meetings of the Board of Trustees, as necessary, and on other additional occasions as deemed appropriate by the Chair. The Chair shall arrange for written minutes to be taken of each Committee meeting and such minutes, following approval by the Committee, shall be forwarded to the Office of the Secretary for maintenance in the files of that office.

Subcommittees: The Chair, upon notice to the full Committee, may form subcommittees and delegate responsibilities to such subcommittees, from time to time, as the Chair deems appropriate. The Chair shall ensure that each subcommittee reports to the full Committee on its activities.

Duties and Responsibilities: In addition to the other duties and responsibilities set forth in this Charter, the Committee shall:

1. Discuss and recommend ways and means to achieve increased affinity of alumni to the University in order to encourage philanthropic support for the University and improve alumni participation.
2. Serve as a resource to the President, administration and Alumni Association on matters that relate to outreach and communication to ensure that donors and alumni have access to accurate and timely information regarding the University and its programs and initiatives.
3. Encourage communications with alumni in order to be aware of the opinions and views of alumni, as well as to assist in the identification of issues of concern and interest to them.
4. Review and approve goals and objectives of the University relative to its public perception, community building and fundraising initiatives.
5. Assess the internal and external environment for community building and maintain an understanding of the latest communication and outreach methods available.
6. Ensure that Committee members are informed and compelling advocates for the University's current priorities and objectives.
7. Facilitate entrée to corporate or foundation funding sources.
8. Be available to assist the President and senior development staff in the solicitation of select individual or corporate philanthropy.
9. Review, provide input on and support capital campaigns and related fundraising activities.
10. Advise the University on gift and other policies as they relate to ongoing development and alumni affairs and approve changes to those policies.

11. Make recommendations and report to the Board on any Committee activities as deemed appropriate.

Evaluation: At least once every two years, the Committee will review and evaluate its performance of its responsibilities provided for under this Charter and report to the Nominating and Corporate Governance Committee of the Board. The Committee also shall review this Charter on an annual basis and recommend any proposed changes to the Board. Any changes shall become effective following approval of the Board.