I. Schedule of Business

Each meeting of the Alumni Council will follow an agenda including, but not limited to the following items of business:

- Bring meeting to order (President)
- Approval of previous meeting’s minutes (Secretary or designee)
- President’s Report (President)
- Committee Reports (Committee Chairs)
- Development Office Report (Alumni Director)
- Headmaster’s Report (Headmaster)
- Board of Trustees Report (Current Board representative of the Council)
- New Business (Alumni Council Membership)
- Alumni Events (Alumni Director)
- Alumni News (Alumni Council Membership)
- Adjourn (President)

Specific committee business of the Alumni Council shall be presented based on the following schedule:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Business (Reported by)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Meeting</td>
<td>Recommendation of candidates for Outstanding Alumnus Award to be presented if applicable. (Outstanding Alumnus Award Committee)</td>
</tr>
<tr>
<td>Winter Meeting</td>
<td>Approval of nominee for Outstanding Alumnus Award, if applicable (Outstanding Alumnus Award Committee)</td>
</tr>
<tr>
<td></td>
<td>Recommendations for new members for 2006-2007 (Nominating Committee)</td>
</tr>
<tr>
<td></td>
<td>Discussion of Annual Plan for 2006-2007 (Executive Committee)</td>
</tr>
<tr>
<td></td>
<td>Discussion of committee plans and calendars for 2006-2007 (Committee Chairs)</td>
</tr>
<tr>
<td></td>
<td>Review committee Plans for 2006-2007 (Committee Chairs)</td>
</tr>
</tbody>
</table>
II. Membership Requirements

All members of the Alumni Council are required to:

- Attend at least two of the three scheduled meetings of the Alumni Council, one being the spring meeting, which shall be a mandatory meeting for all voting members of the Alumni Council.
- Serve on at least one committee of the Alumni Council
- Volunteer to call or write letters for the Annual Giving Fund
- Make a yearly contribution to the Annual Giving Fund

III. Division of Responsibilities

Alumni Council members are required to serve on at least one committee and are responsible for the business of that group. The committee structure will be evaluated annually, with the exception of the Executive Committee, and committee preferences and assignments will be made at the spring meeting of the prior year. The responsibilities of the committees for 2005-2006 are as follows:

A. Executive Committee

The duties and responsibilities of the Executive Committee shall include, but are not limited to the following:

President:
- Supervise all business and affairs of the council
- Chair the meetings of the Council and call members to order
- Announce the agenda of business for the Council
- Decide all questions of order
- State and put to vote all questions that are regularly moved or arise in the course of Council meetings
- Authenticate by signature, when necessary, all acts, orders and proceedings of the Council
- Appoint special committees as necessary

Vice President:
- Retain all powers and performs all duties of the President in his/her absence.
• Serve as chairperson of the Nominating Committee

Secretary:
• Approve the full minutes of the Council meeting
• Maintain records for the Council
• Maintain Council membership and committee rosters

B. Nominating Committee

The Nominating Committee shall consider new members for the Council in accordance with the Detroit Country Day School Alumni/ae Association By-Laws. By May 01, 2006, the committee shall have a slate for the Executive Committee to review before it is presented for approval at the Spring Meeting.

C. Marketing & Development Committee

• Assist the Annual Giving Committee in developing the marketing strategy for the Annual Giving Campaign based on defined alumni markets by October 1, 2005
• Assist in defining the marketing strategy for annual alumni events
• Assist in the development of the school website including an on-line alumni newsletter
• Assist in the development of a class reunion giving program
• Assist in the development and implementation of alumni survey
• Serve as an advisory committee to the Alumni Director regarding marketing and public relations issues

D. Career Network

• Evaluate how a career network can be beneficial to alumni who are in the job market
• Recruit alumni career network volunteers
• Assist with updating alumni professional contact information
• Assist in the planning and implementation of the Upper School Career Day in March, 2006
• Assist in the development of the Career Resource Center area of the school website, including the development of an on-line newsletter.

E. Outstanding Alumnus Award Committee

The Outstanding Alumnus Award Committee is a hand-selected committee of Alumni Council with each member representing one era of alumni graduating from Detroit Country Day. The Committee will be responsible for the following:

• Revise the criteria and guidelines for selection of potential candidates as needed
• Review the list of candidates to be nominated for the Outstanding Alumnus Award
• Selection of the nominee to receive the Outstanding Alumnus Award as appropriate.

F. Annual Giving

• Assist in the development of marketing materials for the alumni Annual Giving Fund by July 31, 2005
• Determine the structure for the alumni “phonathon” by July 31, 2005
• Conduct and oversee the alumni “phonathon” to be completed by December 31, 2005
• Review the records of alumni giving and define the different alumni market segments (i.e. Young alumni, ’70’s, ’80’s, etc.)
• Evaluate the school’s overall fund raising program for alumni and develop strategies focused on each alumni market
• Review and revise the alumni donor recognition program

Each committee will hold regular meetings throughout the year to meet its yearly objectives and deadlines.

IV. Events Schedule

The 2005-2006 alumni events schedule is as follows:

- Reunions: Friday, October 7, 2005
- Alumni Golf Outing: Friday, October 7, 2005
- Alumni v. Varsity Soccer: Saturday, October 8, 2005
- Alumni v. Varsity Field Hockey: Saturday, October 8, 2005
- Homecoming: Saturday, October 8, 2005
- Alumni Council Fall Meeting: Saturday, October 8, 2005
- Alumni Annual Giving Phonathon: November 1-3, 2005
- Class of 2000 Reunion: Friday, November 25, 2005
- Alumni v. Varsity Hockey: Saturday, December 17, 2005
- Alumni v. Varsity Basketball: Sunday, December 18, 2005
- Alumni Council Winter Meeting: Wednesday, February 11, 2006
- Career Day: Wednesday, March 16, 2006
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni v. Varsity Baseball</td>
<td>May, 2006</td>
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<tr>
<td>Alumni v. Varsity Lacrosse</td>
<td>June, 2006</td>
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<tr>
<td>Alumnae v. Varsity Softball</td>
<td>TBD</td>
</tr>
<tr>
<td>Alumni Senior BBQ</td>
<td>Monday, June 5, 2006</td>
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<tr>
<td>Alumni Council Spring Meeting</td>
<td>Monday, June 5, 2006</td>
</tr>
<tr>
<td>Regional Receptions</td>
<td>TBD</td>
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</tbody>
</table>