

QUAA Mission: “To reach out and foster a lifelong association with Queen's, to engage our members in the life and work of the University, and to serve the alumni community in all its diversity.”

Position: Director, QUAA Board of Directors

Volunteer Position Summary & Purpose





Directors will partner with Queen's Strategic Engagement Department to support the mission of the Queen's University Alumni Association (QUAA) involving the alumni and student communities. As members of the Board and Alumni Assembly, Directors will assist in setting and achieving the goals of the QUAA Board, guided by the President's vision.

Through operational committees, Directors will work to support the vision, mission and goals of the Board and Advancement through meaningful connections with alumni and student communities of the University.

Our goal is to have a Board of Directors that is diverse (including differences in personal characteristics, life experiences, learning and working styles, and personality types) and reflective of our Queen's alumni and student population. Directors are encouraged to bring their lived experiences and expertise to Board discussions, because different opinions and views are valued and heard by the QUAA.

Key Responsibilities

Active and consistent engagement from all Directors is required to achieve the goals of the QUAA Board. In applying for a Director position, you are agreeing to that commitment. The following responsibilities are expectations of all volunteer Directors:

-  Participate in Board decision making discussions and champion the Board's collective decisions.
-  Attend virtual Board meetings and in-person Retreats having reviewed agenda and materials in advance.
-  Attend and participate in voting processes during the virtual QUAA Annual General Meeting as a member of Alumni Assembly.
-  Actively and consistently participate on at least one committee, including as Chair, if requested.

- ✚ Support the philanthropic goals of the University and make an annual gift in an amount that is meaningful and appropriate for the individual (without judgement) each calendar year.
- ✚ Attend and actively participate in signature QUAA and Queen's Events, such as Alumni Volunteer Summit, Alumni Gala and Homecoming.
- ✚ Amplify Board, alumni and University activities and priorities throughout their Queen's network.
- ✚ Support the Queen's community by attending at least 3, virtual or in person, alumni or student events yearly (in addition to Signature Events).
- ✚ Assist President in setting the focus for Board retreats.
- ✚ Participate in succession planning and recruitment for Board and Assembly positions to reach wider audiences.
- ✚ Assist in the selection of the President of the QUAA.
- ✚ Assist University Advancement Department in deepening the relationship with alumni volunteers and donors.
- ✚ Actively promotes the value of membership in the Alumni Association and the beneficial impact of volunteer involvement on the Queen's Community.
- ✚ Assists in growing the Association's profile and brand.







Skills/Competencies Required

- ✚ **Passion and commitment for service to others** – demonstrated ability to serve a community in all its diversity.
- ✚ **Inspiration** - ability to inspire others to foster connections and engage in meaningful volunteer opportunities.
- ✚ **Inclusive** - values differences; works to ensure a broad array of diversity is considered to improve decision-making and foster new and innovative ways of thinking and doing within the Board.
- ✚ **Collaboration** - ability to establish and maintain healthy working relationships with others.
- ✚ **Communication** - Strong verbal and written and communication skills to gather information and deliver key messages.
- ✚ **Questions conventional approaches** - explores alternatives and responds to challenges with innovative perspectives, solutions or services with a lens of Indigenization, Equity, Diversity, Accessibility and Anti-Racism (I-EDIAA).
- ✚ **Planning & Organizing** - Plans, organizes, and prioritizes work to meet established deadlines and goals.
- ✚ **Analytical & Strategic Thinking** – Interprets, links, and analyzes information to understand issues and work towards devising solutions.

Time Commitment

The initial term commitment of a Director on the QUAA Board is two (2) years. This term is renewable for up to two (2) additional terms to a maximum of six (6) years. Directors can expect an average monthly time-commitment of 2 - 4 hours. An additional 5 - 7 hours in months where retreat attendance is required.

Yearly commitment:







-  Attend virtual Board meetings (minimum four times a year, frequency determine by the President)
-  Attend two full-day, in-person planning retreats (typically fall and spring on Queen's campus in either Kingston or Toronto)
-  Attend QUAA & Queen's Signature Events (AVS, Gala, Homecoming)
-  Participate in virtual committee meetings.
-  Carry out committee work - as determined by the members of the committee.
-  Attend alumni and student events.

Board meetings and retreats are typically scheduled Monday-Friday during the day and schedules are communicated in Eastern Standard Time based on Queen's physical location.


An attempt to schedule in person retreats to align with signature or other events to is made to reduce Board member travel and provide opportunity to support the Queen's community at multiple engagements over the course of one trip.

Some travel reimbursement (to a maximum) may be available. Additional information may be provided by reaching out to quaa.board@queensu.ca.

Benefits

-  Leadership, networking and professional development opportunities.
-  Opportunity to Chair QUAA Committee
-  Represent and support the QUAA, its constituents and the University.
-  Develop program planning, implementation, and leadership skills.
-  Engage in additional learning opportunities provided by Queen's and the QUAA.
-  Board members may apply for the role of President, following the completion of one term as a Director of the QUAA Board.

Boundaries

-  Directors must agree to the expectations outlined in the Code of Conduct and sign a confidentiality agreement prior to starting their term. Confidentiality agreements must be updated at the renewal of each 2-year term served on the Board.

- ✚ All written and verbal statements made on behalf of the QUAA and Board must be approved by the University Office of Advancement prior to being made public.
- ✚ Directors are governed by the Constitution and Bylaws of the QUAA and the Director position description.
- ✚ If unable to attend required meetings or retreats, Directors must provide written notification to the President and Alumni Officer one week in advance (barring emergencies).
- ✚ Directors report to the President of the Board of Directors and Alumni Officer, Volunteer Liaison.

Directors who choose not to abide by the Code of Conduct, Constitution and Bylaws or be unable to fulfil the position responsibilities may face corrective action, up to and including removal from their volunteer position.

Staff Partnership

Primary staff partner contact for all Directors of the QUAA will be the Alumni Officer, Volunteer Liaison. Directors will also work in partnership with the Associate Vice-Principal (AVP), Strategic Engagement. Additional staff support may be brought in to partner with committees or the QUAA Board as appropriate; these partnerships must be supported by the AVP, Strategic Engagement.

The Alumni Officer, Volunteer Liaison will act as the Equity Representative for all meetings of the QUAA Board of Directors and its committees.

The Alumni Relations and Annual Giving Office can be reached at 1-800-267-7837 or reach out to quaa.board@queensu.ca with any questions.

2024 Application Process

The QUAA Board of Directors is committed to embodying the principles of Indigenization, Equity, Diversity, Inclusion, Accessibility and Anti-Racism (I-EDIAA). We encourage candidates from equity-deserving groups and those with lived experience of marginalization and oppression (including Indigenous, Black and People of Colour, Women, 2SLGBTQIA+ and Persons with disabilities) to apply.

The QUAA and the University are committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). We seek to provide an inclusive and barrier-free environment, beginning with the recruitment process and provide accommodations as needed for applicants with disabilities. If you require an accommodation throughout any stage of the selection process, please email the Board at quaa.board@queensu.ca.

Applications will be accepted through the online form on the QUAA webpage.

Required information:

- Applicant contact details
- Queen's Degree
- Upload copy of your resume

Application questions:

- Please list your current or past volunteer experience
- Lived, academic and professional experience - Please highlight skills, knowledge or experience that you feel is relevant as a Director of the QUAA
- Statement of interest – What led you to apply for this position?

All submitted application forms will be acknowledged upon receipt. A resume is required to be uploaded in the application form or submitted by email.

Following the closing date for applications, the Selection Committee will independently review applications, using a scoring rubric; The committee will then meet for deliberation and selection.

Selected applicants will be notified with a deadline to accept this position.

Following the selected applicant's acceptance, all other applicants will be notified by email.

Any questions throughout the application and selection process may be directed to the QUAA Board by emailing quaa.board@queensu.ca.