VOLUNTEER POSITION DESCRIPTION

Director, Alumni Constituency Groups, QUAA Board of Directors

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.”

Volunteer Position Summary & Purpose
Reporting to the President and Chair of the QUAA Board of Directors, the Director, Alumni Constituency Groups acts as the Board’s key representative and spokesperson for alumni volunteer groups at Queen’s, not otherwise represented on the QUAA Board. The Director, Alumni Constituency Groups brings the perspective of these alumni volunteer groups to the Board’s strategic planning process, ensuring strategy and programming decisions are reflective of their interests.

Key Responsibilities
- Acts as the Board’s key representative and spokesperson for alumni constituency groups that are not otherwise represented on the QUAA Board (i.e. Chapters, Young Alumni Groups, Affinity based alumni groups).
- Develops strong working relationships with the leaders of alumni constituency groups, with a view to soliciting feedback on critical issues to help inform Board decisions.
- Provides insight and recommendations as the Board develops its strategic plan, to ensure strategy and programming are reflective of the interest of alumni constituency groups.
- Recommends opportunities to leverage alumni constituency groups as a means of advancing the QUAA’s strategic priorities.
- Recommends strategies to encourage higher alumni participation and investment from alumni constituency groups in QUAA activities and acts to promote engagement of other QUAA volunteers.
- Stays abreast of current “happenings” and/or issues in the various alumni constituency groups and communicates these developments to the Board as part of an inclusive and collaborative dialogue.
- Working in partnership with the EVP, Recruitment and Recognition identifies and recruits committee members, and chairs meetings to support strategic priorities (if applicable)

Skills/Competencies Required
- Relationship Builder
  o Builds and actively maintains working relationships and/or networks of contacts to further the organization’s goals.
- Team player
  o Establishes and maintains effective working relationships with others. Works cooperatively to accomplish shared goals and objectives. Values the diversity of others and their perspectives.
- Influencer
  o Gains support and convinces others to advance the objectives of the organization.
- Strong written and oral communications skills
Skills/Competencies Acquired

- Strategic decision making and planning experience

Expectations

- As a member of the QUAA Board of Directors, fully participates in monthly Board meetings and biannual planning retreats. However, in the event of a conflict, notification must be received at least 24 hours in advance, and all notes/updates must be forwarded to the EVP, Operations and the Alumni Officer, QUAA for inclusion in Post-Meeting Minutes. *NOTE: Members of the QUAA Board of Directors are eligible to apply to the QUAA Travel Subsidy Policy for travel reimbursement.*

- Attends and actively participates in Alumni Volunteer Summit.

- As a voting member of Alumni Assembly, attends the Annual General Meeting and responds to all online votes conducted by the QUAA Board of Directors.

- Attends the QUAA Gala Awards Dinner, the premiere event of the Queen’s University Alumni Association

- Makes an annual charitable gift to Queen’s at a level that is meaningful to them.

- In support of the QUAA Board’s Vision to “**engage, develop and celebrate outstanding Queen’s alumni volunteer leaders**”, Board members will:
  - Promote Branch events, Alumni Volunteer Summit and the QUAA Awards.
  - Attend and participate in local Branch events as a QUAA Board member.
  - Participate in the QUAA Board thank you initiative to help formally recognize volunteers.

Time Commitment

This is a normally a two-year, renewable term. The Director, Alumni Constituency Groups is required to attend monthly, hour-long Board meetings via conference call. The QUAA Board also holds two planning retreats (fall and spring) to which all Board members are expected to attend and participate in person or via conference call. Planning retreats are typically 5 - 7 hours, held either in Kingston or Toronto. In addition, the Director, Alumni Constituency Groups may decide to chair committee meetings, typically held once/month. Based on this meeting schedule and other duties, the Director, Alumni Constituency Groups can expect an average monthly time commitment of 2 - 4 hours plus an additional 5 - 7 hours in months with Planning Retreats.

Staff Partnership

The Director, Alumni Constituency Groups will work in partnership with the QUAA President and the Interim Associate Vice-Principal, Alumni Relations & Annual Giving. Staff partners are available for support and assistance with any role-related issues or concerns. The Alumni Relations and Annual Giving Office can be reached at 1-800-267-7837.

Benefits

- Opportunity to represent the QUAA and connect with alumni, University administrators and other key stakeholders.