**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.”

**QUAA Branch Vision**

Branches of the Queen’s University Alumni Association (QUAA) are led by global volunteer leaders and are distinguished by:

- Connecting the Queen’s communities in the global alumni network including alumni, students (current and prospective), parents, and friends;
- Meaningful and rewarding volunteer opportunities;
- Purposeful events and activities that:
  - Leverage the power of the global alumni network
  - Mobilize the local alumni community to support the shared priorities of Queen’s University and the Queen’s University Alumni Association through volunteerism, philanthropy, and advocacy
  - Build profile and strengthen the brand for Queen’s University and the QUAA
  - Are a celebration of the Queen’s spirit
- Contributing to the betterment of the branch’s civic community.

Branches events and activities are respectful, inclusive and have a sense of purpose – these values have long been connected with the tradition of Queen’s spirit: a spirit defined through imagination, initiative, collaboration, and community.

**Volunteer Position Summary & Purpose**

Reporting to the President and Chair of the Board of Directors, the Director, Global Branch Network, will partner with Alumni Relations and Annual Giving and the Branches of the Queen’s University Alumni Association to create growth and development strategies for and with the QUAA’s Branch network. In this role, the Director, Global Branch Network also brings a Branch perspective to the Board’s strategic planning process, ensuring strategy and programming decisions are reflective of Queen’s geographically diverse alumni community and the Branch volunteer organizations that serve these populations.

**Key Responsibilities**

- Work with leaders in the Branches to develop, and monitor implementation of, priorities and programming initiatives for the Branch network in the context of the QUAA’s strategic plan, mission statement.
- Working in partnership with the EVP, Recruitment and Recognition identifies and recruits committee members, and chairs meetings to support strategic priorities (if applicable)
- Strike working groups of Branch leaders, as needed, to effect the delivery of strategic changes or priorities to Branch framework or programming.
Serve as the Branches’ liaison to the QUAA Board and facilitate communication of Board activities and updates to the Branches.

Act as a representative and spokesperson for the alumni Branch network.

Provide insight and recommendations as the Board develops its strategic plan, to ensure strategy and programming are reflective of Queen’s geographically diverse alumni community and the Branch volunteer organizations that serve these populations.

Stay abreast of current “happenings” and/or issues in the Branch network, and communicates these developments to the Board as part of an inclusive and collaborative dialogue.

Develop strong working relationships with alumni Branch leaders, with a view to soliciting feedback on critical issues to help inform Board decisions, and encouraging Branch interest and involvement in QUAA activities.

Skills/Competencies Required

- Influencer
  - Gains support and convinces others to advance the objectives of the organization.

- Relationship Builder
  - Builds and actively maintains working relationships and/or networks of contacts to further the organization’s goals.

- Team player
  - Establishes and maintains effective working relationships with others. Works cooperatively to accomplish shared goals and objectives. Values the diversity of others and their perspectives.

- Project management
- Results orientation
- Strong written and oral communications skills
- Alumni Branch network experience – preferably in a leadership role

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 normally a two year, non-renewable term. The Director, Global Branch Network 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. In addition, the Director, Global Branch Network may decide to chair committee or task force meetings, typically held once/month. Based on this meeting schedule and other duties, the Director, Global Branch Network 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, Global Branch Network will work in partnership with the QUAA President, Associate Vice-Principal, Alumni Relations & Annual Giving and Alumni Officer – Volunteer Liaison. 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.
- Develop strategic analysis skills and program implementation skills.
- Develop volunteer partnership skills.