VOLUNTEER POSITION DESCRIPTION
Director, Young Alumni, 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, Young Alumni acts as the Board’s key representative and spokesperson for alumni less than 10 years out. In this advisory role, the Director, Young Alumni brings the perspective of alumni less than 10 years out to the Board’s strategic planning process, ensuring strategy and programming decisions are reflective of the interests to young alumni.

Key Responsibilities

- Acts as the Board’s key representative and spokesperson for young alumni (less than 10 years out).
- Provides insight and recommendations as the Board develops its strategic plan, to ensure strategy and programming are reflective of young alumni interests.
- Recommends opportunities to leverage young alumni as a means of advancing the QUAA’s strategic priorities.
- Acts as the lead, with staff support from the Annual Giving & Young Alumni Engagement Unit, for the Queen’s Young Alumni Advisory Council with the purpose to strengthen a network of informed, involved, and invested young alumni, and give opportunity for that audience to advise, represent, and interpret the priorities of the University to their peers and the priorities of their peers to the University.
- Collaborates as needed with the QUAA Board members to ensure alignment and to leverage opportunities for the Queen’s Young Alumni Council.
- Recommends strategies to encourage higher young alumni participation and investment in QUAA activities and acts to promote engagement of other QUAA volunteers into young alumni-related activities.
- Stays abreast of current “happenings” and/or issues in the young alumni network, and communicates these developments to the Board as part of an inclusive and collaborative dialogue.
- Develops strong working relationships with other young alumni volunteers/groups, with a view to soliciting feedback on critical issues to help inform Board decisions, and encouraging reunion volunteer interest and involvement in QUAA activities.
- 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

Would normally be a young alumni (within 10 years of graduation)

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:
  o Promote Branch events, Alumni Volunteer Summit and the QUAA Awards.
  o Attend and participate in local Branch events as a QUAA Board member.
  o Participate in the QUAA Board thank you initiative to help formally recognize volunteers.

Time Commitment

This is normally a two year, renewable term. The Director, Young Alumni 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, Young Alumni may decide to chair committee meetings, typically held once/month. Based on this meeting schedule and other
duties, the Director, Young Alumni can expect and average monthly time commitment of 2 - 4 hours plus an additional 5 - 7 hours in months with Planning Retreats.

**Staff Partnership**

The Director, Young Alumni will work in partnership with the QUAA President, the Associate Vice-Principal, Alumni Relations & Annual Giving and the 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.