



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: QUAA Board of Directors, Director

Organizational Overview

The Queen's University Alumni Association (QUAA) Board of Directors partners with Queen's University's Office of Advancement to support its [mission, vision](#) and strategic plan. As members of the Board, Directors will assist in setting and achieving the goals of the QUAA Board, guided by the Boards institutionally aligned mission and vision.

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

Role & Purpose

The QUAA Board strives to engage, develop, and celebrate outstanding Queen's alumni volunteer leaders. More specifically, the Board endeavors 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.

The Board is the senior governing body of the Association and establishes priorities and policies that further its mission and advance the strategic priorities of the Association while championing I-EDIAA.

The 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 Board.

Key Responsibilities

Active and consistent engagement from all Directors is required to achieve the mission and vision of the QUAA Board. The following responsibilities are expectations of all volunteer Directors:

Meeting participation

- Attend virtual and in-person Board meetings and retreats having reviewed agendas and materials in advance.
- Participate in Board decision making discussions and champion the Board's collective decisions.
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise.
- Abide by the by-laws, code of conduct and other policies that apply to the Board.

- Attend and actively participate in the QUAA Annual General Meeting, signature QUAA and Queen's events and at least 3, virtual or in-person, alumni or student events yearly (in addition to signature events).

Fundraising and Advocacy

- Assist University's Strategic Engagement Department in deepening the relationship with alumni volunteers and donors.
- Keep informed about Queen's community issues relevant to the work of the Association.

Committee Work

- Actively and consistently participate in at least one committee, including acting as Chair, if requested. Financial Oversight
- Participate in financial oversight and approval processes ensuring sound fiscal management of resources.

Strategic Planning

- Participate in the development of the QUAA mission and vision to help guide future decisions.
- Together with the university, develop and oversee systems, processes and programs to achieve the priorities within Advancements strategic priorities.
- Assist in growing the Association's profile and brand and amplify Board, alumni and University activities and priorities throughout personal Queen's networks.
- Actively promotes the value of membership in the Alumni Association and the beneficial impact of volunteer involvement in the Queen's community.

Evaluation and Review

- Participate in succession planning and recruitment for Board and Assembly positions to reach a wider audience.
- Assist in the selection of the President.
- Actively participate in the evaluation of the Board itself

Qualifications, Skills & Competencies Required:

The following are considered key position qualifications, skills and competencies:

- **Alignment** - commitment to the university's mission and strategic directions.
- **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.
- **Learning** – openness to engage in development and on-going learning.

- **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, Meeting & Financial Expectations:

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 4-8 hours. An additional 5 - 7 hours (plus travel time) in months where retreat attendance is required.

Meeting attendance:

- Attend virtual Board meetings (minimum four a year)
- 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
- Participate in virtual committee meetings (typically monthly)
- Conduct committee work - as determined by the members of the committee.
- Attend alumni and student events in your local market

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

Financial contributions: Board members are expected to support the philanthropic goals of the University and make an annual gift at an amount that is meaningful and appropriate for the individual each calendar year.

Benefits of Board Membership:

Board membership offers numerous benefits, including:

- **Learning and development:** engaging in Board discussions, strategic planning, and oversight activities enhances individual leadership skills, and provides valuable insight into the complex world of university governance. Board members will be offered on-going learning opportunities provided by Queen's and the QUAA.
- **Networking:** Board membership connects Directors with a wide range of individuals, including other Board members, University governance members, executives, faculty, staff and students which will serve to enhance professional networks.

- **Impact:** Board membership provides an opportunity to make a positive impact on the alumni and student community at Queen's.
- **Personal fulfillment:** Engaging with the diverse perspectives and experiences on the QUAA Board can lead to personal growth and a more well-rounded understanding of the world.

Performance Expectations & 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 public written and verbal statements made on behalf of the QUAA and Board, must be approved by the Strategic Engagement Department prior to being made public.
- Directors are governed by the [Constitution and Bylaws of the QUAA](#) and the Director position description.
- Directors are expected to provide thoughtful and prompt responses to calendar invitations and requests for feedback or information.
- If unable to attend required meetings or retreats, Directors must provide written notification to the President and Alumni Officer, Volunteer Liaison at least one week in advance (barring emergencies).
- Depending on the nature of the activity, Directors may be accountable to the Board of Directors, the President of the Board of Directors, and/or the Alumni Officer, Volunteer Liaison.
- Directors who choose not to abide by the Code of Conduct, Constitution and Bylaws or do not 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 in the Office of Advancement. 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.

Accessibility & Inclusion:

The QUAA and the Office of Advancement are committed to providing accommodations for applicants with disabilities. If you require an accommodation, please contact quaa.board@queensu.ca and we will work with you to meet your needs.

It is the policy of the Queen's University to provide equal opportunities without regard to race, colour, religion, national origin, gender, sexual orientation, age or disability.