

Volunteer Job Description

Club President

GENERAL DESCRIPTION:

The President is the chief officer of the Club, setting annual objectives and goals and ensuring achievement of said goals. The President should be responsible for volunteer cultivation.

RESPONSIBILITIES:

- Convenes, sets agenda and presides over all board meetings.
- Supervises the vice presidents and ensures that their plans are carried out effectively.
- Selects committees and appoints chairs.
- Speaks at events and communicates regularly with club members.
- Acts as the primary liaison with the Alumni Association staff person.
- Completes Alumni Association Annual Report.
- Attends Alumni Leadership Conference or ensures Club participation.
- Insures all annual reporting is completed in a timely fashion.

EXPECTED OUTCOMES AND TERM GOALS:

- Set and achieve a goal of the number of dues-paying members for the current fiscal year.
- Set and achieve a goal of the number of events for the current fiscal year.
- Set and achieve a goal of the number of volunteers for the current fiscal year.
- The Board of Directors must meet at least four times annually (set the minimum number of members)

QUALIFICATIONS:

The President must be a current member of the Club. Prior leadership in the Club at the VP level is preferred. Multiple alumni contacts in the area and strong networking skills are helpful.

TIME COMMITMENT:

The President position requires a time commitment of 4 to 6 hours per week

TRAINING AND SUPPORT:

- The President reports to the Board of Directors, and participates in Club Councils.
- The President will receive training from the Immediate Past President
- The President should seek consultative advice and guidance from the assigned staff person.



BENEFITS:

High visibility position with MIT Club. Good position for building leadership portfolio for additional roles within the Alumni Association volunteer structure.

