

## Job Description

### MIT Alumni Association Board of Directors President-Select

#### KEY OBJECTIVES: The role of President-Select

As provided in the Association bylaws “Each person selected to be President shall be selected at least one year in advance of assuming the position of President, and shall serve for one year as President-Select before assuming the role of President. The President-Select shall be responsible for learning the role of the President and considering long-term strategy issues in preparation for assuming the role of President.”

#### RESPONSIBILITIES: The role of President-Select

- As president-select, serves as chair to the Board of Directors Program Committee
- As president-select, serves ex-officio on the Board of Directors Finance Committee
- As president-select, serves as a member of the President’s Committee
- Attends all Board of Directors meetings, including one meeting each quarter and two to three mid-point calls.

#### TERM OF OFFICE

As president-select, the individual serves one year as a member of the Association Board and as a member of the Presidents’ Committee. The term of the president is one year, during which time the president also chairs the Presidents’ Committee. As past president, the individual is expected to continue as a member of the Association Board for two one-year terms, also serving as a member of the Presidents Committee. Altogether, this is a four-year commitment.

#### RESPONSIBILITIES OF THE BOARD

Members of the Association board shall guide the business and affairs of the Alumni Association in partnership with the Association Chief Executive Officer and their staff in service to the Institute and its alumni/ae. Members of the Board of Directors are responsible for staying informed about Association activities and exercising their best judgment on matters before them for the benefit of the Institute and the Association. In alignment with the Association Strategic Plan, the Board works with Association staff to determine priorities, establish top line objectives, and provide guidance on programs and services that support the mission of the Association and the Institute. The Board exercises its fundraising responsibilities through its appointed committee, the MIT Annual Giving Board.



The Association's vision statement is as follows:

*Engage and inspire the global MIT community to make a better world.*

The Association's mission statement is as follows:

*To further the well-being of the Institute and its graduates by increasing the interest of members in the school and in each other.*

## **EXPECTATIONS OF BOARD OF DIRECTORS MEMBERS AND OFFICERS**

- Participate in major Alumni Association events, including the Alumni Leadership Conference, Tech Reunions and Technology Day, and local club, class and group alumni events.
- Contribute annually to MIT Annual Giving.
- Read Technology Review, Tech Connection, Volunteer View, and visit the Association Web site regularly in order to stay informed about the Association and Institute activities.
- Become familiar with Association apps and technology.
- Contribute names in nomination for Board renewal and leadership development.
- Serve on at least one Board of Directors committee.
- Adhere to the MIT Alumni Association Guidelines as stated in the Association Business Practices:
  - Participate annually in an Institute training on the prevention of harassment and agree to follow the Association Guidelines and MIT's Policy on Harassment.
  - Commit to the "Volunteer Expectations and Responsibilities" in the Board of Directors toolkit.
  - Agree to follow the Policy for Distribution and Use of Data.
  - Agree to follow guidelines on potential or known Conflict of Interest.
  - Agree to follow the guidelines on Research Involving Alumni Subjects.
  - Agree to attend meetings, both in person and virtually, and abide by the Guidelines on Video/Teleconferencing for Meetings of the Board and its Committees.

## **KEY OBJECTIVES: The role of President**

The president of the Association Board of Directors is the Association's chief volunteer leader. It is the responsibility of the president to represent the alumni/ae body to MIT. The president often serves as ambassador and representative of both the Association and MIT. The president works closely with the Association Chief Executive Officer (CEO) to promote the long-range vision for Association service to MIT alumni/ae and to the Institute. The president manages the Association Board of Directors and the Presidents Committee, its executive committee. The president visits with alumni/ae groups as often as is feasible and presides at key alumni/ae events on campus including Technology Day and the Alumni Leadership Conference. The

president, in consultation with the Board of Directors, appoints alumni/ae to serve as the chairpersons of the various boards and committees of the Association.

## **RESPONSIBILITIES: the role of the President**

- Serves as the chief alumni volunteer for the Association and represents the Association and MIT to the alumni body in person, online, and in print.
- Chairs the Association Board of Directors and Presidents Committee. Identifies governance issues that should be brought before the committee and consults with the CEO on policy matters.
- Conducts quarterly meetings of the Association Board of Directors and Presidents Committee; prepares agenda with the CEO. Conducts any special meetings as required.
- Serves as an ex-officio member of the MIT Annual Giving Board and Program Committee.
- Conducts orientation of new Board members before the first Board meeting in the fall. Participates with CEO in training and orientation for president-select.
- Serves ex-officio as a member of the MIT Corporation and its visiting committees, including ex-officio on the Corporation Joint Advisory Committee (CJAC) and Membership Committee; presents the annual report of the Association to the Corporation.
- Visits with alumni groups to the degree possible and makes presentations about key Association and MIT issues.
- Hosts various Association events on campus and in the field as determined with the CEO.
- Serves as moderator of the Alumni Leadership Conference (ALC) and presents Association awards at the annual ALC Leadership Awards Celebration.
- Serves as moderator at Technology Day events.
- Appoints chairpersons and members of Board committees with the concurrence of the Board of Directors.
- Authors, with staff support, various correspondence to alumni.
- Contributes names for Board renewal and leadership development.

## **QUALIFICATIONS**

The president of the Association should exhibit qualities of energy, leadership and dedication. Candidates will be accomplished professionally and have a record of significant and diverse service to the Institute. Candidates will possess management skills at the strategy and policy levels, and broad perspectives on the long-range goals of the Association and its constituencies of alumni, students, and friends of MIT. Possesses diplomacy, candor and an ability to communicate effectively with a diverse constituency. Candidates will have both the capacity and



willingness to devote a substantial amount of time to the duties of the office. Willing to engage in Association events, outreach and Annual Giving, as well as possessing the desire to encourage others to do so.

## **SELECTION**

The president is selected by the Alumni Association Selection Committee (AASC) and will be asked to serve by the chair of the AASC who is a past president of the Association.

## **STAFF SUPPORT**

The CEO works closely with the Association president, the Board of Directors, and the Presidents Committee to set policy and strategic direction. The administrative assistant to the CEO is available to the president for administrative support.