

Job Description

MIT Alumni Association Board of Directors Term Director

KEY OBJECTIVES

Term Directors should be familiar with all the programs and activities of the Association and of the Institute. Term Directors must represent the diversity and wide volunteer activity of the Association and should be typical of the leadership of alumni/ae committees, classes, clubs, councils, and groups the world over. They should present a broad perspective on policies, procedures, and the long-range agenda for the Association. Term Directors should bring a breadth of experience and points of view. A wide variety of volunteer experiences including fundraising is preferred. The Association seeks diversity on this Board including geography, age, gender, ethnicity, career path, and degree status (undergraduate/graduate).

RESPONSIBILITIES OF THE BOARD

Article III, Section 1 of the Association Bylaws provides “The Board of Directors shall guide the business and affairs of the Association, in partnership with the Association Chief Executive Officer (“CEO”) and their staff and operating within the larger framework of stated MIT Policies put forth by the Institute.” As described in Article III, section 5, the Association Bylaws provides “All Term Directors shall be 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 of Directors 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 MIT. The Board of Directors 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

EXPECTATIONS OF THE BOARD

Term directors will be expected to serve on at least one committee, and to regularly attend meetings of the Board of Directors and such committee(s). Term directors should also be willing and able to:

- 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.

SELECTION

Term Directors are nominated by alumni/ae annually and are then reviewed and selected by the Alumni Association Selection Committee ("AASC"). While the AASC acts with power, they seek suggestions for nominees from alumni leaders and staff.

TERM OF OFFICE

Term Directors serve three-year terms. No individual may serve as a term director for sequential terms. After one term of service, and then a break of at least one year, an individual may serve as a term director for a second term. This process of service and break from service may be repeated indefinitely. All terms shall commence on July 1 and end on June 30.

STAFF SUPPORT



The CEO and the Director of Board Relations, along with senior Association staff, work in partnership with and provide staff support for the Board of Directors and its members.