

## Job Description

### MIT Alumni Association Program Committee

#### DESCRIPTION OF COMMITTEE RESPONSIBILITY

Article V, Section 2 (d) of the Association Bylaws provides “*The Program Committee shall advise the Board of Directors regarding the programmatic offerings of the Association, working closely with priorities of the President and the CEO.*” The committee will review and offer advice on the programs, services, and functions of the MIT Alumni Association and assist with vetting new ideas and modifying or sunseting legacy programs. In this work, the committee will work closely with the priorities of the President, the CEO, and the Association Strategic Plan, and will partner with staff to draw on, as well as help evolve and apply, performance and satisfaction metrics.

#### COMMITTEE MEMBERSHIP

The Program Committee consists of at least eight (8), typically not more than 13 members, including at least three (3) Board members. The chair of the committee is appointed from among current members of the Board of Directors. This committee includes Board and non-Board members.

#### CHARACTERISTICS OF MEMBERS

Members should be familiar with all the programs of the Association and the Institute, with a broad overall view of programs and activities of the Association. Members should be currently active as volunteers in roles in addition to this committee. It is also desirable that the committee be representative of the body of alumni/ae volunteers in age, gender, degree type, school, ethnicity, geographic distribution, and range of MIT involvement.

#### SELECTION

The President-Select of the Association appoints new committee members to replace those members ending their term. This selection and appointment process takes place each Spring for the following fiscal year. The President-Select appoints the committee members and the chair with the concurrence of the Board. Non-Board committee appointments should prioritize the inclusion of representatives from the cohort, programs, and services that will be the focus of each year’s review. The chair of the committee is appointed by the President-Select of the Alumni Association, with a preference towards current Board members, specifically the next-serving President-select.

#### TERM OF OFFICE

Members of the committee are appointed to one-year terms. The Program Committee meets approximately four (4) times per year with additional meetings through subcommittee appointments as needed.



## **STAFF SUPPORT**

The Executive Director of Alumni Relations provides operating support to the Program Committee, under the direction of the CEO.