

## Job Description

# MIT Alumni Association Leadership Development Committee Member

### DESCRIPTION OF COMMITTEE

Article V, Section 2 (e)(i)(1) of the Association Bylaws provides “*There shall be a Leadership Development Committee (LDC). The LDC shall work closely with the MITAA community and assist the other Nominations Committees in identification, recruitment, recognition, and retention of alumni/ae volunteers.*” These talented, passionate MIT alumni/ae volunteers serve as leaders across the Institute, the MIT Corporation, and the Association. The LDC’s main goal in performing these responsibilities is to foster relevant and insightful perspectives from a diverse range of backgrounds, geographies, ethnicities, genders, professions, and life experiences in order to best help the Association achieve its vision for generations to come: *engage and inspire the global MIT community to make a better world.*

### COMMITTEE MEMBERSHIP

The LDC shall have no fewer than three (3) regular members, plus the Vice Chair, Vice Chair-Select, Chair of the Committee, and one advisory staff member. This committee includes Board and non-Board members the latter of which shall be active alumni/ae volunteers.

### CHARACTERISTICS OF MEMBERS

Members should be familiar with all the programs of the Association and at MIT and have 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 Vice Chair-Select (who will serve the following year as Vice Chair), and the Chair with the concurrence of the Board. The Chair of the committee is appointed by the President-Select of the Association, with a preference towards the immediate Past President of the Association.

### TERM OF OFFICE

One (1) year term renewable up to two times at the discretion of the Association President. The LDC typically holds eight (8) meetings per year.

### RESPONSIBILITIES

- Encourage broad alumni/ae participation in the nominating process.
- Help the Association in developing a significant pipeline of potential leadership volunteers, and review the existing pipeline.
- Seek to identify the best possible candidates for nomination.
- Help the Association in managing expectations of those desiring, but not ready or appropriate, for a particular role.
- Talk with individual candidates about their personal interests or progress on a leadership ladder.

## STAFF SUPPORT

The Volunteer Stewardship Officer, under the direction of the Executive Director of Alumni Relations, provides operating support of this committee.