

# Wheaton College Alumni Board of Directors

## Position Title: President of the Alumni Association

**Mission:** *The Alumni Board of Directors serves as an inclusive voice of and for the alumni. In keeping with the College's mission, the board strives to foster connections and engagement between and among alumni, future alumni and the College.*

**Summary of Responsibilities:** It is the responsibility of the President of the Alumni Association to provide volunteer leadership to all of the activities of the Association, to serve as an ex officio member of the Wheaton College Board of Trustees, and to collaborate with the Director of Alumni Relations and the Alumni Board of Directors to develop and support the strategic objectives of the College, Association and Office. The President is an ambassador for the College and Association and as such is a constant advocate for both. Building and sustaining strong relationships with the Wheaton family, specifically alumni, is a primary role of the President.

### Description of Responsibilities:

- Provides overall volunteer leadership to all of the activities of the Association.
- Chair meetings of the Alumni Board of Directors and Alumni Association.
- Oversee the activities of all of the committees of the ABD.
- Chair the Executive Committee, participate in the Strategic Planning & Governance Committee.
- Serve as an ex officio (with voting privileges except in cases of a tie vote) member of the Board of Trustees, including:
  - Attending three meetings of the Board of Trustees annually.
  - Serving on up to two Trustee committees, as assigned.
  - Continuing current efforts with the Trustee Board Chair to foster a strong connection between the Board of Trustees and the Association.
- Collaborate with the Executive Director and staff of Alumni Relations as well as individual Alumni Board members, to develop and implement strategic initiatives for the Association and its ad hoc committees.
- Work throughout the year to see that goals are implemented and the outcomes are shared broadly.
- Share, promote, and solicit feedback about the strategic direction of the College, campus initiatives, and the College's needs with Wheaton College alumni.
- Participate in the activities of the ABD, including its strategic visioning and outcome groups.
- All ABD members are expected to be active and consistent supporters of Wheaton, including donating financially to Wheaton Fund on an annual basis.
- Make an effort to attend as many Wheaton events, both on campus and regionally, as possible

**Time Required:** The role of President requires an extensive time commitment every week, including business and evening hours. In addition to regularly scheduled ABD meetings and Board of Trustee meetings, it is expected that regular, on-going consultation and collaboration with staff at the College and volunteers across the country will be continual throughout the year. The President should have an understanding of the large time commitment involved in this position and be prepared to devote the necessary time.

- ABD Meetings: Every ABD member is expected to participate in three full meetings per year (fall, winter, summer). The ABD will also meet via conference call on an as-needed basis.
- Board of Trustee Meetings: The Board of Trustees has three scheduled meetings a year (October, February and May) often with a fourth meeting/retreat over the summer. The BoT also meets via conference call on an as-needed basis. *\*The ABD & BoT make an effort to have their meetings over the same weekend, but this does not always happen*
- ABD Committee Meetings: Each ABD member is expected to actively participate in meetings (mostly virtual) for any committees to which she or he is appointed. Committees usually meet remotely several times in the interim between meetings of the full ABD.
- Board of Trustee Committee Meetings: Each BoT member is expected to actively participate in meetings (mostly virtual) for any committees to which she or he is appointed.
- Communication: Every ABD and BoT member can expect to receive communications (often once or more per week) from Wheaton or other ABD members that may require follow-up.
- Wheaton Events/Activities: It is expected that the President be on campus for major Wheaton events such as Commencement/Reunion, Homecoming, etc.

**Summary of Qualifications:**

- The President of the Alumni Association should be an alumna/us of the college who has demonstrated previous volunteer service to the College,
- Proven leadership in the Wheaton community
- Good management skills and strong communication, presentation and public speaking skills.
- The President also should demonstrate a superior ability to build and sustain strong relationships with alumni, parents, and friends of the College, as well as faculty, students and staff on the campus.
- The President should have an established history of making Wheaton a top philanthropic priority, relative to his or her ability, including supporting the Annual Fund each year. 100% participation in the Annual Fund by members of both Boards is the standard.

**Term of Office:** The term of office for the President of the Association is three (3) years followed by a commitment to serving on the Nominating Committee for a three year term. The term begins in at the fall meeting of the ABD, however, there will be a transition period beginning in June.

**Staff Liaison:** Director, Alumni Relations

**REVISED:** May 2017