

Wheaton College Alumni Board of Directors

Position Title: Vice President for Strategic Planning & Governance

Summary of Responsibilities: The Vice President for Strategic Planning & Governance (VPSPG) provides volunteer leadership to the Alumni Board of Directors (ABD) in order to ensure effective governance consistent with the Association By-Laws. VPSPG provides direction and guidance for the ABD's strategic planning process, and collaborates with the President of the Board and the Director of Alumni Relations to ensure that alumni outreach and engagement supports the strategic objectives of the College. The VPSPG, along with the Executive Strategic Planning and Governance Committee (ESP&G), has responsibility for on-going governance and board development to ensure that the Board sustains itself and reflects the strategic planning process.

Description of Responsibilities:

- Work closely with the President to ensure effective governance of the Board consistent with the By-laws, including management of the three board meetings held during the year, and optimally effective interaction with the Director of Alumni Relations and staff.
- Work closely with the President and the members of the board to develop a strategic vision and an outcome-based plan, provide guidance to move implementation forward, monitor progress and ultimately summarize the accomplishments. Works with the President and Director of Alumni Relations to ensure that of the ABD Strategic Plan and accomplishments are shared with the College and alumni constituencies.
- Chair the Executive Strategic Planning & Governance Committee to ensure that all activity of the board adheres to the Association's By-Laws and aligns with the strategic vision and plan for achieving it.
- Guide the other responsibilities of the ESP&G, which includes review of the By-Laws, board orientation, mentoring of new board members, regular review of the board positions and recommendations regarding new or obsolete positions, and serves as a resource for ABD members.
- Serve as an ex officio member of the Nominating Committee. Attend the Nominating Committee meetings to participate in the nominations and review process in order to fill open positions to ensure continuity of the board and ensure effective engagement of the members-elect.
- Contribute annually to the Wheaton Fund.

Summary of Qualifications: Candidates for the VPSPG should be a graduate of Wheaton College who has demonstrated previous volunteer service to the College and a history of contributing to the Wheaton Fund; proven leadership in the Wheaton community; demonstrated ability to take initiative and inspire others to do so; strong management and organizational skills; and excellent communications, presentation and time-management skills. Candidates should be knowledgeable about the best practices of strategic planning, and should demonstrate an ability to engage and motivate other ABD members in their roles. Candidates will also have a history of giving financially to Wheaton.

Term of Office: The term of office for the VPSPG is three years followed by a commitment to serve as an advisor on the Executive Strategic Planning & Governance Committee for one additional year. The term begins July 1.

Wheaton Staff Liaison: Director, Office of Alumni Relations

Time Required: The role of VPSPG requires extensive time commitment every week, often during the business day. In addition, the VPSPG is expected to attend three meetings of the Alumni Board of Directors each year, as well two meetings of the Alumni Association. The VPSPG may assist in leading meetings of the ABD, as requested by the President. The VPSPG will regularly convene, chair and record minutes for ESP&G meetings throughout the year, and should be available to provide on-going consultation and collaboration with College staff and volunteers throughout the year.

Committee Responsibilities: Serve as chair of the Executive Strategic Planning & Governance Committee and convene periodic meetings that serve to focus and support the work of the ABD and Alumni Relations. Meeting Minutes are to be recorded and shared with the full ABD.

Deliverables (Reports, etc.):

- Agendas for the three meetings of Alumni Board of Directors that are held each year developed with the Alumni Association President and the Director of Alumni Relations
- Orientation presentation materials for Members-elect, developed with input from the ESP&G Committee and reviewed annually
- Position descriptions for all the Alumni Board of Directors roles, based on regular review and on completion of an individual director's term
- Development of the Association's Strategic Plan, monitoring of progress by the Outcome Groups, and compiling of the achievements at its conclusion

Required Meetings: The VPSPG will need to be present on the Wheaton campus for the Fall ABD Meeting coinciding with ALC, Homecoming and the Trustee meeting; the February ABD Meeting coinciding with the winter meeting of the Trustees; and in May for Commencement Reunion weekend which coincides with the spring Trustee meeting and the Association's Reunion Celebration. In addition, the VPSPG will assist in leading the ABD Summer Meeting, including orientation for ABD members-elect.

REVISED: September 2018