

Alumni Board of Directors

Position Title: Vice President for Strategic Planning & Governance

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 meaningful connections and engagement between and among alumni, future alumni, and the College.

Position Summary

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 ABD and a representative from the Advancement Division to ensure that alumni outreach and engagement efforts best support the strategic objectives of the College. The VPSPG, along with the Strategic Planning and Governance Committee (SP&G), has responsibility for on-going governance and board development to ensure that the ABD sustains itself and reflects the strategic planning process.

Expectations & Responsibilities

Board Responsibilities

- Work closely with the President to ensure effective governance of the ABD is consistent with the By-laws, including management of the three ABD meetings held during the year, and optimally effective interaction with the appointed member of the Advancement team. Director of Alumni Relations and staff.
- Work closely with the President and the members of the ABD 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 the appointed member of the Advancement team to ensure that the ABD Strategic Plan and accomplishments are shared with the College and alumni constituencies.
- Work with the Officers of the ABD and the Advancement Division to ensure all Board Members adhere to the ABD's code of conduct and Wheaton College's Honor Code; lead the yearly attestation process.
- Chair the Strategic Planning & Governance Committee to ensure that all activity of the ABD adheres to the Association's By-Laws and aligns with the strategic vision and plan for achieving it.

- Guide the other responsibilities of the SP&G, which includes review of the By-Laws, ABD orientation, mentoring of new board members, regular review of the ABD 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 ABD and to ensure effective engagement of the members- elect.
- Contribute annually to the Wheaton Fund during each year of their term.

Board Deliverables

- Assist the Alumni Association President and the appointed member of the Advancement team in creating agendas for the three meetings of Alumni Board of Directors that are held each year.
- Create materials and lead orientation presentation for Members-elect, developed with input from the SP&G Committee and reviewed annually.
- Lead the development of the Association's Strategic Plan, monitoring of progress by the Committees, and compiling of the achievements at its conclusion.
- Work with the Officers of the ABD and the Advancement Division to determine annual committee assignments and leadership.
- Create measurements or KPIs for the ABD and its committees; track the progress and outcomes of the work of the board toward these goals.
- Design, implement and assess outcomes for the yearly ABD self-assessment process.
- Share Meeting Minutes for all Board meetings with the full ABD.

Committee Responsibilities

- Serve as chair of the Strategic Planning & Governance Committee and convene periodic meetings that serve to focus and support the work of the ABD and Alumni Relations.

Time Commitment

The role of VPSPG requires extensive time commitment every week, often during the business day. Much of this work is asynchronous, but will also include regular meetings with the President of the ABD and Alumni Relations/ Office of Engagement leadership. In addition, the VPSPG is expected to attend and participate in three meetings of the Alumni Board of Directors each year as well as meetings of the Executive Committee every other month. Board meetings are held virtually, with strong encouragement for the VPSPG to be onsite at Wheaton during our fall meeting. The VPSPG may assist in leading meetings of the ABD, as requested by the President. The VPSPG will regularly convene (i.e. monthly), chair and record minutes for SP&G

meetings throughout the year, and should be available to provide on-going consultation and collaboration with College staff and volunteers throughout the year.

Qualifications

Candidates for the VPSPG should/be/have:

- A graduate of Wheaton College who has demonstrated previous volunteer service and proven leadership in the Wheaton community. *While not required, it would be helpful for candidates to have previous ABD experience.*
- A history of making Wheaton a philanthropic priority, including donations of all sizes.

Core Competencies

- Commitment to Wheaton
- Relationship Building & Stakeholder Engagement
- Influencing through Effective Communication
- Continuous Learning & Adaptability
- Strategic Planning & Effective Execution
- Leadership & Team Building

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

REVISED: October 2024