



## St. John's College Alumni Association

### Job Descriptions for Select Elected Positions

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#### Job Description of the Secretary

The Secretary is part of the core leadership team of the St John's College Alumni Association (SCJAA) Board. The Secretary must possess knowledge of the organization and a personal commitment to its goals and objectives. The Secretary bears special responsibility for providing accurate, up-to-date and readily available governance information to ensure transparency of the deliberations of the board to all alumni. The Secretary is also critical for the internal functioning of the board by facilitating communication and recordkeeping.

Nominees for Secretary are put forward by the sitting board as recommended by its nominating committee, or by alumni petition. New Secretaries are elected in a general election in which all alumni are eligible to vote.

The Secretary has the same requirements for skills and expectations as board members with additional requirements to:

- Take minutes of the principal meetings, to include:
  - Executive Committee meetings by scheduled telephone call, once a month or more often if needed.
  - Three in-person SJCAA Board meetings a year and additional scheduled conference calls as needed.
  - The All Alumni meeting, once a year.
- Disseminate these minutes to the board in a timely fashion for review and as needed, approval. In the case of public board meetings, work with college staff to post minutes online after board approval and in a timely manner.
- Ensure that there are quorums at meetings.
- Participate as a vital part of board leadership, to include serving on the Executive Committee.
- Steward governance and compliance documents by ensuring they are posted for alumni access and filed when necessary.
- Work with college staff to implement annual elections and ensure that these are carried out in accordance with the By-Laws.
- Perform an annual audit of the records of the association.
- Work with college staff to ensure general association information is up to date on the

- college website, such as the list of board members.
- Work with college staff to ensure that online documents and access privileges are maintained in keeping with the current approved protocols.
- Manage the Board email list and access to Google Drive folders

The Secretary serves a two-year term and is expected to attend three (3) or more board meetings annually. In-person attendance is strongly preferred; however, attendance by phone is permitted. In addition to these three meetings, the Secretary position is estimated to require 5 to 10 total hours of service per month including participation on the Executive Committee.

## **Job Description of the Treasurer**

The Treasurer is part of the core leadership team of the St John's College Alumni Association (SCJAA) Board. The Treasurer must have in-depth knowledge of the mission and programs of the organization as well as its financial condition. The Treasurer bears special responsibility for ensuring that the organization is financially sound and that its assets are being used effectively to meet its tax-exempt purpose. The Treasurer helps ensure that the board as a whole fulfills its fiduciary responsibilities.

Nominees for Treasurer are put forward by the sitting board as recommended by its nominating committee, or by alumni petition. New Treasurers are elected in a general election in which all alumni are eligible to vote.

The Treasurer has the same requirements for skills and expectations as board members with additional requirements to:

- Lead the Executive Committee in preparing a draft budget for the upcoming fiscal year for adoption by the SJCAA Board in September, which includes both the annual stipend from the college and the endowment distribution.
- Track expenses incurred by the association for awards given at homecomings, expenses for board meetings, and other expenses related to the association's work.
- Maintain open and constructive communications with staff on each campus, and especially with the treasurers' offices on each campus, since the association is funded by, first, an annual stipend received from the college and, second, a small endowment that is managed by the college.
- Participate as a vital part of board leadership, to include serving on the Executive Committee.
- Preserve the not-for-profit status of the association by supervising annual filings with the IRS and other authorities.
- Bring their talents to bear as necessary to advance the work of the board.

The Treasurer serves a two-year term and is expected to attend three (3) board meetings annually. In-person attendance is strongly preferred; however, attendance by phone is permitted. In addition to these three meetings, the Treasurer position is estimated to require 5 to 10 total hours of service per month, including participation on the Executive Committee

## Job Description of an At-Large Director

The Board of Directors is the policy-making body for the St. John's College Alumni Association (SJCAA). Directors work with the college alumni relations directors and staff to determine association priorities, set achievable objectives and establish measurable outcomes. Directors are responsible for organizing and motivating the work of association volunteers, both individually and through working groups. Members of the board champion the mission of the association: to strive for the continued excellence of our college and fellow alumni by celebrating our distinctive educational experience, connecting our community in efforts toward shared support and benefit, and fostering a culture of intellect, generosity, and service.

Nominees to the Board of Directors are put forward by the sitting board as recommended by its nominating committee, or by alumni petition. New board members are elected in a general election in which all alumni are eligible to vote.

Directors ensure that the organization fulfills its mission via their participation, oversight, and effort. Requirements include:

- Attend board meetings and actively participate in decision-making.
- Advocate for alumni and the college, with staff, alumni and non-College affiliated persons.
- Support staff in achievement of their objectives while simultaneously encouraging alumni engagement and the achievement of Board objectives.
- Share personal areas of expertise with the board and staff.
- Lead or co-lead a Working Group.
- Ensure effective organizational planning.
- Monitor and strengthen volunteer programs.
- Maintain a working knowledge of bylaws and policies, and participate in revisions as necessary.
- Provide proper financial oversight, to include reviewing annual budgets.  
Make a financial contribution to the college at a personally significant level.  
Participate in donor stewardship (appreciation) as needed.
- Support a high-functioning relationship between the association and the college.  
Listen, analyze, think creatively, and work respectfully with others.
- Ask questions, take responsibility, and follow through on assignments; evaluate oneself.
- Be promptly responsive to board and alumni communications, especially requests.  
Support the decisions of the Board once made.

Directors serve two-year terms and are expected to attend three (3) board meetings annually in September, January, and June. In-person attendance is strongly preferred; however, attendance by phone is permitted. Meetings alternate between the Annapolis and Santa Fe campuses. The fall meeting corresponds to the campus homecoming. Directors are not reimbursed

for travel and there is no financial compensation for serving on the Board (expenses can be claimed for tax purposes, however; check with your accountant). In addition to these three meetings, a director position is estimated to require 5 to 10 hours of service per month including the time spent as Working Group Lead.

## **Job Description of an Alumni-Elected BVG Member**

In accordance with the St. John's College Alumni Association (SJCAA) bylaws and the charter and polity of the college, the alumni elect one member per year to serve a three-year term on the college's Board of Visitors and Governors (BVG) in a general election open to all alumni. The following job description is provided to give information and guidance to nominees and members serving on the BVG.

It is in the interests of both the association and the BVG to have the perspective of alumni on the BVG. This does not mean that SJCAA elected members of the BVG have a duty to represent the interests of the association. Their duty is to advance what they consider to be the best interests of St. John's College. The association and the BVG believe that the perspective of alumni is not only important in the activities and deliberations of the BVG, but also that the perspective of alumni serving on the BVG is important to the SJCAA Board. Alumni-elected members of the BVG may be requested to communicate with the SJCAA Board periodically on non-confidential activities and deliberations of the BVG.

Association members elected to the BVG have all of the rights, responsibilities and privileges of any other elected members of that board. It is expected that alumni-elected members to the BVG will serve in good faith and in adherence to the standards and obligations of the BVG, which are primarily to attend meetings (normally three per year, alternating between campuses), to make personally significant annual donations, and to act as a fiduciary, giving true counsel and service to the BVG and the college.