

Job Descriptions for Election Ballots 2021

President-elect

The Presidency of the St John's College Alumni Association (SJCAA) is divided into three parts: President-elect, President, and Past President. As the highest offices of association leadership, these positions are critical for the management, success, and continuity of the association. In addition to serving as a leader on the Alumni Association Board (AAB) and to the Alumni Association, the President-elect is expected to serve on the Executive Committee and Nominating Committee.

The **President-Elect** has the same requirements for skills and expectations as board members with additional requirements to:

- Possess knowledge of the organization and a personal commitment to its goals and objectives.
- Participate as a vital part of board leadership, to include serving on the Executive Committee.
- Select the at-large members of and serve as chair for the Nominating Committee.
- Understand the responsibilities of the President and perform these duties in the President's absence.
- Preside at board meetings when the President is not available.
- Work with staff to develop a strategic/operations plan for association projects and volunteers for the years of their Presidency (presidential planning).

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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 staff to determine association priorities on college/association collaborations, 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.

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 or committee.
- 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 Alumni 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.

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Alumni-Elected Board of Visitors and Governors 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.

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.