

# St. John's College Alumni Association

## Job Descriptions of Elected Positions

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### Job Descriptions of the President, the President-Elect, and the Past President

#### The Tripartite Presidency

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. The presidents must ensure the association strives toward its mission and, therefore, must embody that mission, exemplifying alumni support of the association and their *alma mater*. Through their leadership, the presidents must strengthen the relationship between the association and college administration, staff, faculty, and the Board of Visitors and Governors (BVG).

Nominees for President-Elect are put forward by the sitting board as recommended by its nominating committee, or by alumni petition. New Presidents-Elect are chosen in a general election in which all alumni are eligible to vote. After serving as President-Elect, he or she automatically ascends to the office of President. After serving as President, he or she automatically becomes Past President of the association.

Each of the positions of the presidency consists of a two-year term, for a total of six years on the association board. The President is expected to be present and run three (3) board meetings annually: September, March, and June. As President-Elect, in-person attendance is expected; as Past President, it is strongly preferred, but attendance by phone is permitted. In addition to these three meetings, all positions of the presidency require participation on the Executive Committee and Nominating Committee. The President-Elect position is estimated to require 7 to 12 total hours of service per month, the President position 10 to 15 total hours of service per month, and the Past President position 5-10 total hours of service per month.

#### Job Description of the President-Elect

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 during the second year of his or her term to develop a strategic/operations plan for association projects and volunteers for the years of his or her Presidency (presidential planning).

### Job Description of the President

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

- Steward the relationship between the association and college staff.
- Chair the Executive Committee and serve on the Nominating Committee.
- Serve *ex officio* as the association board's liaison to the BVG, as a full voting member, and to provide updates to the SJCAA Board on the non-confidential activities and deliberations of the BVG.
- Create and maintain a calendar of association activities and deadlines.
- Submit a quarterly report to college leadership on the work of association volunteers.
- Attend and preside at all board meetings.
- Develop board meeting agendas in consultation with the Executive Committee.
- Attend and preside at college and association meetings and events as needed.
- Deliver the State of the Association Report at the annual Alumni Leadership Forum.
- Supervise the affairs of the association and assure implementation of all board resolutions.
- Periodically consult with board members on their roles and help them assess their performance.
- Serve as the only official spokesperson for the association and board, requiring speaking and writing in different forums.

### Job Description of the Past President

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

- Make his or her knowledge and skills gained in the organization's highest office available to association leadership.
- Serve on both the Executive Committee and the Nominating Committee.

- Assist the President/Directors as requested with duties and matters pertaining to the association, and being available for assistance and counsel on association business.
- Mentor incoming board members and presidents.
- May serve as a committee member on a subgroup as requested.
- Preside over award distribution at events.

## Job Description of the Secretary

The Secretary is part of the core leadership team of the St John's College Alumni Association (SCJAA) Board. He or she 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 Alumni Leadership Forum 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.
- 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.
- 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.
- Ensure that there are quorums at meetings.

The Secretary 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 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. He or she 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 grant-awards for participation in the Alumni Leadership Forum.
- 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 his or her 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

Members of the Board of Directors are the policy-making body for the St. John's College Alumni Association (SJCAA). They 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. 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.
- Share personal areas of expertise with the board and staff.
- Serve as liaison to at least one subgroup each year.
- 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, March, 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 and the summer meeting with the Alumni Leadership Forum. Directors are not reimbursed for travel and there is no

financial compensation for serving on the Board. 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 a subgroup liaison.

*Benefits of Leadership Service*

Leadership is an opportunity to make a difference. Members of the board help shape the direction and future of both the association and the college. Directors have access to college information, resources, and staff; they are able to contribute their insight, expertise and capacity to improve the lives of alumni and students as well as to ensure the college and the Program are sustainable. Directors gain and enhance their experience in board service, in organizational planning, and in building and working with teams. Members of the board are also expected to identify, promote, and develop leadership in other alumni.

## **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.

In the interest of giving more alumni the opportunity to serve on the BVG, it is currently the practice of the SJCAA nominating committee not to re-nominate association elected BVG members for a second term. The BVG, however, may consider through its nominating process electing SJCAA elected members of the board to a second three-year term.

## Job Description of a Liaison

Subgroups (committees, ad hoc, working, or advisory groups) of the St. John's College Alumni Association (SJCAA) are required to broaden alumni engagement and, from time to time, to carry out the business of the SJCAA. The Board establishes subgroups and assigns At-Large Directors to serve as liaisons from the Board to these groups. Subgroup liaisons are responsible for working with college staff, engaging volunteers, and moving the subgroups toward accomplishing their goals.

The President, in consultation with the Executive Committee, makes liaison assignments.

Subgroup liaisons have the same requirements for skills and expectations as board members with additional requirements to:

- Oversee the formation of the subgroup, and selection of its chair if needed.
- Recruit alumni volunteers for the subgroup, unless they are appointed by a standing process.
- Strengthen the relationship between subgroup and college staff in their respective functional area.
- Facilitate or delegate a presentation at the Alumni Leadership Forum on subgroup information, results, and accomplishments.
- Guide the subgroup on practices and procedures, including meeting deadlines.
- Oversee activities of the subgroup, which may include meeting attendance.
- Report back to the board the status of any projects or initiatives.

Liaison positions coincide with the term of the subgroup, and may be rotated on an annual basis. Liaisons are expected to divide their time between regular board duties and the needs of the subgroup, with emphasis on the work of the subgroup.

## Job Description of Executive Committee Member

Members of the Executive Committee (EC) are the core leadership team of the St John's College Alumni Association (SJCAA). The Executive Committee runs the business and affairs of the association in the intervals between regular and special meetings of the board.

The EC consists of the SJCAA Board President, who also chairs, the Past President, President-Elect, Secretary, Treasurer, and two At-Large Directors nominated by the SJCAA Nominating Committee and appointed by the board to serve a one-year term as a member of the EC.

Members of the EC have the same requirements for skills and expectations as board members with the addition of the extra time requirements for monthly meetings and oversight activities. Requirements include:

- Oversee the activities of the association, its finances and budgets, the Alumni Leadership Forum, the relationships between the association and its subgroups and the college, and any other issues relating to alumni or the association.
- Determine the agenda for board meetings, delivered with supporting materials to the board one month prior to the meeting.
- In consultation with the directors of alumni relations, recommend the board adopt specific dates for the meetings of the next fiscal year, looking at all the other constraints on scheduling.
- Meet at least once a month by conference call.
- Led by the Treasurer, prepare a draft budget for the upcoming fiscal year for adoption by the board.

Directors serve two-year terms and are expected to attend three (3) board meetings annually. They are also expected to either hold an officer or liaison position. In addition to these commitments of regular board service, an EC member is estimated to require 1 to 3 additional hours of service per month.