SOM Alumnae Association Board Job Description
Associate Member Position
Last Updated: March 2012

**Purpose:** Associate members provide the Board with general support for all activities and representation within the alumnae community. The SOM Alumnae Association Board (SOMAA) provides opportunities to transition into Board chair positions, if so desired.

**Role:** The role of an Associate Member is to represent the alumnae community on the board. This includes being recognized as a resource to establish and strengthen connection, engagement and commitment to the SOM, the greater Simmons College community and the community at large. Additionally, they provide support to Board Chairs. Associate members support activities, are assigned to specific committees or may lead a sub-committee. Associate member’s offer are integral to achievement of goals. The position is non-voting.

**Term of Office:** SOMAA Voting and Associate Board members are elected to an initial two-year term\(^1\). At the end of her 2\(^\text{nd}\) year of service, a Voting or Associate member may choose to remain on the board for a third year. At the end of her 3\(^\text{rd}\) year of service, a Voting or Associate Board member may choose to remain on the Board for a fourth and final year\(^2\).

**General Board Member Responsibilities:**
- Attend and actively participate in Board meetings and the annual one-day Board retreat. Currently, meetings are held the first Monday evening of each month, except for August. The meeting schedule is split as to in-person and phone meetings and meeting frequency is under review for the coming year.
- Be fully conversant in the mission, goals, policies and current activities of the Board; be willing to converse with and engage other SOM alumnae.
- Attend, and encourage alumnae participation in, SOMAA and SOM events.
- Contribute to the SOM Annual Fund at a leadership level.
- Serve on 1-2 standing and/or special committees.
- Assist in the documentation of SOMAA policies and procedures; and development of annual SOMAA strategic plan.
- Act as ambassadors of the SOMAA to the community.

**Position Responsibilities:**
- Identify areas of interest, contribute ideas and initiatives, and actively participate in collaboration with at least one Board Committee.
- Represent alumnae perspective to the Board on issues and decisions the Board considers.

**Key Relationships:**
- SOM staff and the SOM Office of Alumnae/I Relations and Annual Giving and (OARAG) - to ensure the best interests of the alumnae community are represented.
- Other SOM alumnae and former classmates - to communicate relevant information, encourage annual fund donations, and promote participation in SOM and SOMAA events.
- SOMAA Board members - to contribute to the processes, programs and projects of the board.

**Preferred Qualifications for All Board Members:**
- Demonstrated commitment to SOM.

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\(^1\) Voting and Associate members are defined in the Board Bylaws.

\(^2\) The four year term limit is a lifetime limit.
• Interest in contributing to the alumnae community
• Public speaking experience
• Leadership abilities
• Ability to think strategically
• Team player who would complement the diversity and capabilities of current Board make-up
• Commitment to give required time
• Initiative and ability to make an impact in the position
• Prior board experience (This is not required for Associate Board Members.)

Preferred Qualifications for this Position:
Previous board experience is helpful but not required

About SOMAA
SOMAA is the liaison between the school and its alumnae community, and strives to foster an engaged alumnae community through advocacy, programming and other activities while being stewards of the School’s mission of educating women for power and principled leadership. As a 15 member volunteer board, it has adopted three overarching strategic goals aligned with the values of the alumnae community and the mission of the SOM:

1. Grow and foster an engaged alumnae community.
2. Be the representative voice of the alumnae community and advocate on behalf of the alumnae to the School.
3. Provide leadership in advancing the mission of the school to both alumna and to a wider community as well as strengthening the financial position of the SOM.

The SOMAA is governed by its Board of Directors and funded by OARAG.