SOM Alumnae Association Board Job Description
Engagement Chair Position
Last Updated: February 2010

Purpose:
Develop and implement an alumnae engagement strategy to advance and support the mission, vision, and objectives of the SOMAA.

Role:
The Engagement Chair is responsible for developing a program of ‘engagement’ beginning when a student first arrives at the SOM, and continues throughout their program, graduation, and membership in the alumnae community by working cross functionally with, SOM staff and faculty. This position serves as a connector/liaison to alumnae resources by actively promoting alumnae involvement at the local, regional/national and international levels and actively promotes the value and benefits of being a member of the alumnae community. This position is a voting position.

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

Voting Members are required to stay in their role for the initial two year term. Associate Members may apply for other open positions after their first year of office.

General Board Member Responsibilities:
- Attend and engage in full vetting of views in discussions at monthly Board meetings (six in person Board meetings and five phone meetings) and the annual Board retreat
- Attend and participate in the Annual Meeting and SOMAA Speaker Series
- Facilitate one Board Meeting per year
- Be fully conversant in the vision, mission/purpose, core principles, values, objectives, policies and the associated activities of the Board and convey to SOM alumnae and other members of the greater College community
- Encourage alumnae participation in SOMAA and SOM alumnae events and other forms of engagement
- Generate leads and assist with recruitment of prospective Board Members and Student Representatives
- Identify and refer prospective students to the SOM
- Act as ambassadors of the SOMAA to the community
- Support efforts to increase participation in the SOM Annual Fund
- Contribute to the SOM Annual Fund at or above the Leadership level
- Support board initiatives by serving on 1-2 standing and/or special committees
- Actively participate in SOM and SOMAA activities and as schedule permits, attend the following:

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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.
- Leadership Weekend
- Annual Holiday Party
- Graduation
- Networking and Fundraising events
- Assist in the documentation of SOMAA policies and procedures

**Position Responsibilities:**

- Develop an annual engagement plan with Office Alumnae Relations and Annual Giving (OARAG) and the SOM that appropriately leverages the Board to meet the engagement goals and objectives of the SOMAA Strategic Plan.
- Identify and communicate all existing volunteer opportunities and current alumnae participants.
- In coordination with SOMAA Board and SOM staff and faculty, develop a network to provide additional volunteer opportunities for alumnae.
- Coordinate and foster information sharing between alumnae and the Alumnae Association using the class officers network.
- Participate on Reunion committee utilizing the opportunity to interact with alumnae volunteers and to help drive alumnae interest and participation.
- Promote alumnae engagement on both a local and regional level. Work with OARAG staff to identify alumnae in key locations and working with the Regional Program liaison on the Board, support efforts to identify programs, events, and networking opportunities leveraging existing opportunities such as faculty travel.
- Work with OARAG and SOM staff to cultivate new/recent graduates and foster involvement as new alumnae.

**Key Relationships:**

- Fellow Board members, all participants in a team-based approach to focus on strategies and annual objectives to increase the depth and breadth of engagement among Alumnae and increasing the health of the SOM.
- SOM staff and the SOM Office of Development and Alumnae Relations (ODAR) to ensure the best interests of the alumnae community are represented.
- Other SOM alumnae and former classmates to communicate relevant information, encourage annual fund participation, and increase engagement in SOM and SOMAA events.

**Measurement Guidelines:**

- Board meeting attendance and participation
- Development and execution of engagement plans
- Increased alumnae participation and attendance at SOM and SOMAA sponsored events

**Preferred Qualifications for All Board Members:**

- Demonstrated commitment to the SOM
- Interest in contributing towards strengthening the alumnae community and the SOM
- Principled leadership qualities
- 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 this position
- Prior board experience (This is not required for Associate Board Members.)
Preferred Qualifications for this Position:

- Excellent communication, organizational and leadership skills, as well as strong oral and writing skills
- Must be creative, thoughtful, and proactive
- Previous organizational experience in Membership, Marketing, and/or Development