

# QUAA Board of Directors Position Overviews

**Executive Committee of the Board of Directors - Oversees the implementation of the Association's strategic priorities and policies**

## **President, QUAA and Chair, QUAA Board of Directors**

This is a hybrid role. As President of the Alumni Association, the incumbent is responsible for setting a clear and compelling direction for the Association, and for promoting its well-being, interests, and influence. The President is the “face” of the Alumni Association, making numerous public appearances, reporting out to various Association and University stakeholder groups, participating in key Committees, and acting as the official spokesperson on Association matters.

As Chair of the Board of Directors of the Alumni Association, the incumbent provides leadership to a diverse and committed group of volunteers, motivating them to contribute to their full potential in achieving desired goals. The President Chairs QUAA Board meetings as well as meetings of the Executive Committee of the QUAA Board of Directors, the Leadership Development Committee, and the Annual General Meeting of Alumni Assembly.

## **Executive Vice-President, Operations**

The Executive Vice-President, Operations ensures the effective and cohesive operation of the Board of Directors. The EVP Operations partners with the Associate Director, Operations and Business Relations and the Alumni Officer, QUAA on matters of policy and procedures, including the Code of Conduct, the Travel policy, Constitution and Bylaws, and the QUAA's Grants and Loans program.

In addition to providing ongoing operational support and guidance, the EVP, Operations may replace the President, at his or her request.

## **Executive Vice-President, Volunteer Recruitment & Recognition**

The Executive Vice-President, Recruitment & Recognition, oversees the “life cycle” of volunteers serving on the Board of Directors of the QUAA. From identification to recruitment, orientation through recognition, and finally stewardship, the EVP works to ensure that relationships with volunteers reflect best contemporary practice.

In addition to providing ongoing operational support and guidance, the EVP, Volunteer Recruitment and Recognition may replace the President, at his or her request.

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**QUAA Board of Directors - *Are the senior governing body of the Association, the Board establishes priorities and policies that further the mission of the Association and advances the strategic priorities of the Association.***

## **Director, Alumni Constituency Groups**

The Director, Alumni Constituency Groups acts as the Board's key representative and spokesperson for alumni volunteer groups at Queen's, not otherwise represented on the QUAA Board. The Director, Alumni Constituency Groups brings the perspective of these alumni volunteer groups to the Board's strategic planning process, ensuring strategy and programming decisions are reflective of their interests.

## **Director, Alumni Volunteer Summit**

The Director, Alumni Volunteer Summit acts as the QUAA Board's key advocate and spokesperson for volunteer enrichment. Through strategic planning and stakeholder outreach, the Director, Alumni Volunteer Summit partners with the Volunteer Relations staff in Alumni Relations & Annual Giving and the Alumni Officer, QUAA to plan and deliver high-level development opportunities for alumni volunteers consistent with the Vision for Volunteering at Queen's.

## **Director, Young Alumni**

The Director, Young Alumni acts as the Board's key representative and spokesperson for alumni less than 10 years out. In this advisory role, the Director, Young Alumni brings the perspective of alumni less than 10 years out to the Board's strategic planning process, ensuring strategy and programming decisions are reflective of the interests to young alumni.

## **Director, Special Projects**

The Director, Special Projects plans, coordinates, executes and reports on specific major projects that the Board has identified as priorities, but which fall outside the purview of other Directors' roles.

## **Director, Digital Media**

The Director, Digital Media, plans and implements social media initiatives to promote and amplify the brand, mission, and vision of the QUAA Board of Directors. In partnership with the QUAA President and the Director Alumni Marketing and Communications, the Director, Digital Media thinks strategically about the use of different channels of social media to ensure they are effective and relevant to Queen's diverse alumni community.

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## **Director, Global Branch Network**

The Director, Global Branch Network, will partner with Alumni Relations and Annual Giving and the Branches of the Queen's University Alumni Association to create growth and development strategies for and with the QUAA's Branch network. In this role, the Director, Global Branch Network also brings a Branch perspective to the Board's strategic planning process, ensuring strategy and programming decisions are reflective of Queen's geographically diverse alumni community and the Branch volunteer organizations that serve these populations.

## **Director, Alumni Awards**

The Director, Alumni Awards champions the Alumni Awards program as a premier opportunity to recognize alumni for their outstanding achievements and contributions to Queen's and the QUAA. Through strategic planning and promotion of the QUAA Awards, the Director, Alumni Awards partners with the Alumni Officer, QUAA and the Manager, Alumni Marketing and Communications to ensure alumni awards are novel and relevant to Queen's diverse alumni community.

## **Director, Marketing & Communications**

The Director, Marketing & Communications will ensure that all communications from the QUAA Board are scheduled and reviewed to ensure that all messaging sent to intended alumni audiences (the broader Queen's alumni community, engaged volunteer leaders and Assembly) is strategic and relevant.

## **Director, Alumni Giving**

The Director, Alumni Giving serves as the Board's champion and advocate for alumni philanthropic giving. Through education and outreach to key alumni demographics, the Director, Alumni Giving encourages alumni philanthropic participation in support of the life and work of Queen's University.

## **Director, Reunions**

The Director, Reunions acts as the Board's key representative and spokesperson for reunion volunteers. The Director, Reunions brings a Reunions perspective to the Board's strategic planning process, ensuring strategy and programming decisions are reflective of reunion volunteers' interests.