

**SOM Alumnae Association Board Job Description**  
**Associate Member Position**  
**Last Updated: January 2007**

**Purpose:** Associate members provide the Board with support and a broader representation of the alumnae community. The SOM Alumnae Association provides training and development opportunities to position Associate members for full Board positions.

**Role:** The role of an Associate Member is to represent the alumnae community on the board and provide support to Board Chairs. Associate members support the activities of the Board, and often are assigned to specific committees. Associate members provide input to the board, are instrumental in decision making, and participate to achieve goals. The position is a non-voting member of the Board.

**Term of Office:**

SOMAA Voting and Associate Board members are elected to an initial two-year term<sup>1</sup>. At the end of her 2<sup>nd</sup> 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<sup>rd</sup> year of service, a Voting or Associate Board member may choose to remain on the Board for a fourth and final year<sup>2</sup>.

**General Board Member Responsibilities:**

- Attend and actively participate in monthly Board meetings (four in person Board meetings and seven phone meetings) and the annual Board retreat
- Be fully conversant in the mission, goals, policies and current activities of the Board; be capable of describing this to other SOM alumnae
- Encourage alumnae participation in SOMAA and SOM alumnae events
- Encourage SOM alumnae to become professional members of the SOMAA and to donate to the SOM Annual Fund
- Contribute to the SOM Annual Fund at or above the Leadership level
- Serve on 1-2 standing and/or special committees
- Actively participate in SOM and SOMAA activities
- Assist in the documentation of SOMAA policies and procedures

**Position Responsibilities:**

- Provide support to at least one Board Chair.
- Join and actively participate in at least one Board committee.
- Participate in the annual SOM Annual Fund phone-a-thon, and/or other SOM or Board sponsored activities.
- Represent alumnae perspective to the Board on issues and decisions the Board considers.

**Key Relationships:**

- 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 dues payment and 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.

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<sup>1</sup> Voting and Associate members are defined in the Board Bylaws.

<sup>2</sup> The four year term limit is a lifetime limit.

**Measurement Guidelines:**

- Board meeting attendance and participation.
- Attendance at SOM events, and SOMAA sponsored events.
- Participation on committee(s).

**Preferred Qualifications for All Board Members:**

- Demonstrated commitment to SOM
- Interest in contributing to the alumnae
- Leadership abilities
- Able to think strategically
- Team player who would complement the diversity and capabilities of current Board make-up
- Commitment to give required time
- Initiative, ability to make an impact in the position

**Preferred Qualifications for this Position:**

- Previous board experience is helpful but not required