

**SOM Alumnae Association Board Job Description**  
**Fundraising and Development Position**  
**Last Updated:** February 2007

**Purpose:** To spearhead the Board's fundraising efforts in collaboration with the SOM.

**Role:** The Fundraising and Development Chair acts as a resource and liaison for the SOM's Office of Development and Alumnae Relations (ODAR). This position is a voting position

**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 Board committees
- Actively participate in SOM and SOMAA activities
- Assist in the documentation of SOMAA policies and procedures

**Position Responsibilities:**

- Ensures that SOM development objectives are appropriately represented in all aspects of SOMAA activities
- Coordinate SOMAA support and participation in specific SOM endowment and capital campaigns
- Initiate and lead Board member participation and support for SOM/ODAR Annual Giving campaigns

**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
- SOM staff, ODAR and Simmons College Alumnae Relations and Development staff

**Measurement Guidelines:**

- Board Meeting Attendance
- Percentage of Board member participation in Annual Giving. Board members are expected to give at the leadership level.

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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.

- Board member participation in SOM/ODAR Annual Giving campaigns for example, participation in semi-annual Phonathons, annual Reunion Day development initiatives, etc.,

**Preferred Qualifications for All Board Members:**

- Demonstrated commitment to SOM
- Interest in contributing to the alumnae community
- 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 fundraising experience with a 501 (c) 3 organization.