

SOM Alumnae Association Board Job Description
Networking and Career Services Chair Position
Last Updated: February 2007

Purpose: Alumnae and student outreach through networking and career services events.

Role: This position holds responsibility for activities designed to bring alumnae together in either social, networking, or personal development programs. The Networking Chair also seeks opportunities to connect alumnae to each other informally at every opportunity. This position also holds responsibility for advocating for programs and activities that support alumnae career aspirations. This position is a voting Board position

Term of Office:

SOMAA Voting and Associate Board members are elected to an initial two-year term¹. 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 year².

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

Specific Position Responsibilities:

Networking

- Lead activities designed to bring alumnae together in either social, networking, personal development programs; engage students as appropriate in these activities
 - New Alumnae Reception
 - Graduation Rose Ceremony
 - Meet and Greet program
 - SOMAA Annual Meeting
- Collaborate with the Office of Development and Alumnae Relations (ODAR) to organize and manage the SOM/SOMAA Holiday Party, Reunion Weekend Reception and Annual Meeting
- Work with other Board members to plan the calendar for the coming year and ensure that Networking event dates are integrated with other SOMAA activities
- Work with and support SOM email discussion group moderators to increase alumnae participation in these discussion groups
- Recognize volunteers at SOM/SOMAA Holiday party and at Annual Meeting
- Collaborate with student reps to organize and manage an alumnae/student activity
- Encourage alumnae organized local events

¹ Voting and Associate members are defined in the Board Bylaws.

² The four year term limit is a lifetime limit.

- Attend Foundations to present the SOMAA to incoming classes
- Attend occasional track meetings to present status information etc to students
- Collaborate with Simmons College Office of Alumnae Relations as appropriate
- Facilitate the connection of alumnae to each other and alumnae to students informally at every opportunity

Career Services

- Gather and convey alumnae requirements for career related services to SOM Career Services; collaborate with Career Services (CS) to meet those requirements through programs and activities
- Work with the CS Director to plan the calendar for the coming year and ensure that the CS dates are integrated with other SOMAA activities
- Recommend to the Board those CS programs and activities the Board should proactively support either financially or with other Board resources
- Lead Board engagement for those activities that the Board votes to proactively support
- Advise the Board of other CS programs and activities for alumnae that do not require Board involvement
- Assist the CS Director in engaging alumnae for informational interviews for alumnae and students seeking new positions
- Assist the CS Director with entry points and introductions where possible in companies and organizations the SOM is targeting
- Advocate on behalf of Career Services with alumnae and encourage alumnae to utilize this resource

Key Relationships:

- SOM staff and ODAR - to ensure the best interests of the alumnae community are represented
- SOM alumnae in all geographic locations
- MBA students, including student representatives to the SOMAA Board
- SOM Email discussion group moderators
- SOM faculty and staff
- Simmons College Board of Trustees liaison to the SOMAA Board
- Simmons College Office of Alumnae Relations
- SOM Career Services Director

Measurement Guidelines:

- Board meeting attendance
- Alumnae and student attendance at SOMAA events
- Alumnae attendance at CS events
- SOMAA event survey results
- Career Services event survey results

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:

- Proven networker with relationship building skills
- Project management experience
- Skillful advocate on behalf of a constituency
- Strong verbal and written communications skills
- Career development or mentorship program experience