

Institute of Technology Alumni Society Board of Directors

Job Description:

The Institute of Technology Alumni Society (ITAS) plays a key role in connecting with 53,000 IT alumni worldwide, increasing membership, promoting lifelong connections, and involving alumni volunteers. Communication is facilitated through the magazine *Inventing Tomorrow*, mail, email, and web sites. The alumni society may assist the college with additional goals, including student recruitment, K-12 outreach, legislative advocacy, aligning with corporate donors, attracting top faculty, and locating lost alumni.

Vision:

The Institute of Technology Alumni Society (ITAS) is a catalyst for creating and nurturing relationships among the University, alumni, technology companies, and the State of Minnesota.

Mission:

The mission of the Institute of Technology Alumni Society (ITAS) is to cultivate an engaged community of alumni and friends collaborating with IT and its various units to advance education, science, and technology. Specifically, the society will:

- support students through mentoring and scholarships
- build relationships among ITAS, the dean's office, IT departments, and the University
- engage alumni to share IT's mission of service through volunteerism, membership, and contributions
- advocate for IT to the state legislature and the citizens of Minnesota
- serve alumni by providing enrichment programs and professional growth opportunities
- promote technical education for K-12 students as an investment in the future
- partner with industry to enhance corporate relations among IT and technical companies

For further information on ITAS programs, see the web site at <http://www.it.umn.edu/alumni/itas> or call Liz Stadther at 612-626-8282.

Position Title: Board Member

Duties and Responsibilities:

- Attend and participate in ITAS board meetings every other month for 1.5 hours. Participate in ITAS and University of Minnesota Alumni Association (UMAA) events throughout the year.
- Actively serve on at least one committee. Committees meet as needed to assist with planning ITAS programs.
- Provide input to the decision-making of the society.
- Serve as a representative of your career or degree area, reflecting the attitudes, concerns, and insights of your profession.
- Understand the ITAS mission and bylaws.
- Promote ITAS programs to alumni, the business sector, and the general public by becoming a spokesperson in your community for the University of Minnesota and the Institute of Technology.
- Recommend candidates to serve as board members to the board development committee.
- Identify possible areas of need in the membership and in the community.
- Recruit new members for the society.

Minimum Position Requirements:

- A demonstrated interest in the Institute of Technology and its goals.
- Time commitment: approximately two hours monthly (bi-monthly board meetings, committee meetings as needed, members serve a three-year term). See the ITAS calendar at <http://www.it.umn.edu/alumni/itas/board/meetings.html> for a complete schedule of events.
- Current membership in UMAA/ITAS.

Responsibilities of the alumni relations staff and the UMAA:

The alumni relations staff of the Institute of Technology Dean's Office will provide leadership, serve as a gatekeeper of information, and act as liaison to the college and the University. The staff will oversee programs, coordinate events, maintain budgets, and ensure continuity of alumni relations activities. The UMAA will provide data on membership and lead the membership recruitment and retention efforts.

Position Title: President

The following duties and responsibilities are in addition to those of a regular board member:

- Oversee ITAS board and executive committee meetings.
- Represent the ITAS membership and provide advice to the dean of IT on matters regarding alumni of the college.
- Assist the dean in communicating the priorities and needs of the college to alumni and friends.
- Work in partnership with the alumni relations director to ensure that board resolutions are carried out in support of the mission.
- Represent ITAS at University of Minnesota events throughout the year, serving as spokesperson at events, including the Science & Technology Banquet, mentor program orientation, public lectures, and the ITAS annual meeting.
- Appoint committees and direct activities of the board to support the goals and objectives of ITAS and the UMAA.
- Manage volunteers: Engage, motivate and coach vice presidents. Delegate tasks to match the skills of the volunteer with the requirements of the committee.
- Sign official mailings on behalf of the organization and IT.
- Write columns for the magazine *Inventing Tomorrow*.
- Assist in submitting UMAA award nominations.

Minimum Position Requirements:

- Due to the highly visible and representative nature of the duties of president, the president must be a senior member of the professional community.
- Financially support the University and/or the Institute of Technology.
- Strong volunteer leadership skills, including public speaking ability.
- Time commitment: approximately six to eight hours per month, including board and committee meetings and special events.
- Current membership in UMAA/ITAS.

Position Title: Vice President

The following duties and responsibilities are in addition to those of a regular board member:

- Chair one of the committees, facilitating meetings and group decision-making process.
- Report committee accomplishments and concerns to full board at bimonthly meetings.
- Participate in executive committee meetings.
- Promote open communication with committee members to build rapport and ensure participation.
- Manage volunteers: Engage, motivate, and coach committee members. Delegate tasks to match the skills of the volunteer with the requirements of the committee.
- Recruit additional volunteer board advisors who offer skills and expertise that will benefit the committee.
- Work in partnership with the alumni relations director to make sure board resolutions are carried out in support of the mission.
- Represent ITAS to the University community in coordination with the alumni relations director.
- Follow strategic plan to accomplish established goals. Suggest strategic plan recommendations for future committee at year-end.
- Compile a year-end report of committee accomplishments and quality improvements (i.e., self-assessment).
- Commitment: one year. Vice presidents may succeed themselves once.

Minimum Position Requirements:

- Strong volunteer leadership skills.
- Financially support the University and/or Institute of Technology.
- Time commitment: Anticipated time commitment of the vice president will be approximately three to five hours per month on average, including board and committee meetings. Special events and projects may require more time.
- Current membership in UMAA/ITAS.

Position Title: President-elect

The following duties and responsibilities are in addition to those of a regular board member:

- Succeed as next ITAS president, barring resignations or other circumstances. (See position description for president.)
- Chair full board and executive committee meetings in president's absence. Attend IT functions in president's absence, to include Science and Technology Banquet, public lectures, and other special events.
- Participate in two committees: board development and committee of choice.
- Chair ad-hoc committee or task force as needed.
- Communicate and collaborate with the alumni relations director.
- Commitment: three years: one as president-elect, one as president, one as immediate past president.

Position Title: Immediate Past President

The following duties and responsibilities are in addition to those of a regular board member:

- Chair the board development committee.
- Serve on the IT Honors and Awards Committee, which is chaired by a faculty member and overseen by the associate dean for academic affairs.
 - The past president will participate in the review of nominations for the following awards:
 - Outstanding Achievement Award
 - Honorary Degrees
 - George Taylor/ITAS Award
 - Meetings typically occur October-January. Additional teaching awards will be reviewed by the IT Honors and Awards Committee, which the past president may take part in at his/her discretion:
 - Morse/UMAA Award for Outstanding Contributions to Undergraduate Education
 - Outstanding Contributions to Postbaccalaureate, Graduate and Professional Education
 - John Tate Award for Excellence in Undergraduate Advising
- Serve on the Cartwright/ITAS Award Committee to participate in the selection process for student awards granted during commencement, especially the Cartwright/ITAS award. Participation on these committees helps advance the society's goal of building relationships with IT departments, faculty, and staff.
 - A two- to three-hour interview meeting will be held during the second week of April. Applications will be sent out prior to the interviews for committee members to review.
 - Committee consists of:
 - ITAS Past President
 - Dr. Jim Leger, Director, IT Lower Division Programs
 - Ann Pineles, Program Coordinator, IT Lower Division Programs
 - Jill Johnson (EE '94), past recipient of the Cartwright/Alumni Society award
 - David Frank, DUGS, Mathematics
 - One immediate past recipient of the Cartwright/Alumni Society award or commencement speaker
 - One or two other faculty members, usually chosen from our pool of advisors or from the IT community.

Position Title: Special Representatives

The following duties and responsibilities are in addition to those of a regular board member:

Faculty Representative:

- Attend bimonthly board meetings to share faculty issues, current research in the department, corporate collaborations.
- Participate in University relations committee to build relationships among the alumni society and IT departments.
- Commitment: three years

Student Representative:

- Attend bimonthly board meetings to share information on student issues and current IT Student Board projects and events.
- Participate in student relations committee.
- Commitment: one year

UMAA Representative:

- Serve as ITAS representative on the UMAA national board.
- Report UMAA goals, accomplishments, and concerns to full board at bimonthly meetings.
- Participate in executive committee meetings.
- Commitment: three years

Position Title: Vice President or Co-Chair Mentor

The following duties and responsibilities are in addition to those of a regular board member or advisor:

- Provide general leadership, developmental feedback, guidance, and resources for volunteer management:
 - How to engage, motivate, and coach committee members
 - How to delegate tasks to match volunteer skills with committee requirements
 - How to understand and employ the group decision-making process
- Provide feedback on how to effectively chair the committee and facilitate meetings.
- Offer encouragement to make sure that the board resolutions are carried out in support of the mission.
- Provide guidance on what and how to report:
 - To the full board at bimonthly meetings
 - Committee accomplishments
 - Committee concerns
 - In your year-end report
 - Committee accomplishments
 - Quality improvements (i.e., self assessment)
- Pro-actively suggest how to recruit additional volunteer advisors for the committee activities.
- Provide feedback to the Board Development Committee regarding the development needs of the Vice President and/or the Co-Chair.

Minimum Position Requirements:

- Strong leadership development skills and experience.
- Experience as past Vice-President of the committee or other similar ITAS committee.
- Time commitment: approximately three to five hours per month, including board and committee meetings.
- Current membership in UMAA/ITAS.