

SHP Alumni Association Board Members Position Descriptions

Positions for the board will be chosen by a committee of your peers from SHP.

Board of Directors Executive Officers

The SHP Alumni Association (SHPAA) Executive Board of Directors is an assembly of volunteer alumni leaders representing over ten-thousand SHP distinguished graduates. The Executive Board ensures the SHPAA shares the overall vision of SHP, Rutgers University and the Rutgers University Alumni Association. SHPAA strives to engage all SHP and Rutgers University alumni for the advancement of SHP and Rutgers University.

SHPAA Board of Directors plays an important three-part role in the University community. Board members are responsible for establishing strategic goals for the creation and delivery of useful programs and services for SHP alumni. They also serve as the voice of alumni and represent the views of all graduates of the University. Finally, the Board serve as ambassadors of the University, helping alumni connect with one another and the campus community.

To be eligible for nomination and office, candidates must be a degree or certificate holder from SHP or its former iterations. The SHP Alumni Association Executive Board of Directors shall consist of the following:

- President
- Vice President
- Webmaster/Communications
- Historian

President

Length of Commitment:

Two years. The President is to be elected during annual elections. Upon the conclusion of his/her office term, the nominating committee will name the new slate of executive officers including the new President; the inaugural President (2016) will have the option to renew his/her term for one year which must be approved by the nominating committee.

Time Commitment:

Approximately 10-15 hours a month.

Duties:

- Represent Rutgers School of Health Professions and Rutgers University on behalf of the Rutgers SHP Alumni Association as well as serve as the primary contact for all alumni related activities within the SHPAA
- Coordinate and facilitate all general meetings of the SHPAA
- Forge productive partnerships with the RUAA and the RU Foundation to further our collective missions alongside the priorities of SHP as guided by the dean or designee
- Appoint Committee Chairs as needed in accordance with the bylaws procedure
- Develop and maintain the charter group's succession plan with the SHPAA Vice President to ensure ongoing success
- Participate in the School of Health Professions annual convocation ceremony and other key events (or designee of SHPAA) of the school as suggested by the dean's office
- Participation/attendance at key RUAA events as an alumni charter group leader (such as Alumni Leaders Conference, Rutgers Day/Alumni Weekend, and/or other marquis events)
- Ensure that record keeping surveys are submitted to the RUAA in a timely manner
- Participate in the nominations process as appropriate for Rutgers Excellence in Alumni Leadership (REAL) and the RUAA board nominations
- Ensure that communications are being sent in a timely manner to alumni constituency via the Communications/Webmaster and Historian positions of SHPAA

Qualifications:

- Graduate of the Rutgers School of Health Professions with enthusiasm, dedication and leadership needed to help lead the SHPAA
- Effective volunteer management and delegation skills
- Possess the ability to recruit new members across SHP's many disciplines while retaining current ones
- Ability to delegate and include others within decision making process
- Proven ability to be a successful volunteer leader and collaborative communicator

Vice President

Length of Commitment:

Two years. Upon the vacancy of the President of the SHP Alumni Association, it is anticipated that the Vice President will be elected into the Presidency for the duration of the term period, however this is ultimately the decision of the nominating committee.

Time Commitment:

Approximately 5-10 hours a month.

Duties:

- Work closely with President in order to understand the workings of the SHP Alumni Association
- Coordinate events and other specific initiatives of the SHP Alumni Association
- Assist President in the development and maintenance of the succession plan.
- Assume the role of the President should the position become vacant during the President's term
- Assume the role of the President during the President's absence for meetings/events
- Ensure the incumbents desire to pursue their specified term or identify vacancy for the executive officers' roles and board of directors of SHPAA
- Assist in identifying and selecting a successor and act as a mentor to the anticipated successor
- Represent Rutgers School of Health Professions and Rutgers University on behalf of the SHP Rutgers Alumni Association as well as serve as the secondary contact for all alumni related activities within the SHPAA

Qualifications:

- Graduate of the Rutgers School of Health Professions with enthusiasm, dedication and leadership needed to help lead the Association
- Possess the ability to recruit new members across SHP's many disciplines while retaining current ones
- Ability to work and lead within a committee structure and assist the SHP Alumni Association President
- Proven ability as a volunteer manager and/or collaborative communicator

Communications/Webmaster

Length of Commitment:

Two years.

Time Commitment:

Approximately 5-10 hours per month

Duties:

- Work with Executive Board and SHP Administration to provide content for SHP Alumni Association's website, Facebook page and other social media outlets.
- Update SHP Alumni Association On-Line Event Calendar
- Disseminate email communications for the SHPAA, SHP, and RUAA via RUAA communications system, which may include training time and working with confidential information and collaboration with the RUAA staff partner(s)
- Assist in identifying and selecting a successor and act as a mentor to the anticipated successor
- Support the priorities of SHPAA generally and specifically at the direction of the President or Vice President

Qualifications:

- Graduate of the Rutgers School of Health Professions with enthusiasm, dedication and leadership needed to help lead the Association
- Ability to collect and distribute meeting minutes, collect attendance as well as timely response to email correspondence in collaboration with the Historian
- Possess the ability to recruit new members across SHP's many disciplines while retaining current ones
- Ability to work and lead within a committee structure and assist the SHP Alumni Association President
- Previous experience with web or social media communication tools
- Desired ability as a volunteer manager and/or collaborative communicator

Historian

Length of Commitment:

Two years.

Time Commitment:

Approximately 5-10 hours per month

Duties:

- Maintain and distribute meeting minutes, meeting attendees list, and photo journal library
- Maintain the SHP Alumni Association mailbox and email correspondence in collaboration with the Communications/Webmaster
- Assist in identifying and selecting a successor and act as a mentor to the anticipated successor
- Support the priorities of SHPAA generally and specifically at the direction of the President or Vice President
- Work with the Communications/Webmaster to ensure consistent messaging to SHP alumni including information from the RUAA
- Desired ability as a volunteer manager and/or collaborative communicator

Qualifications:

- Graduate of the School of Health Professions, Rutgers University with enthusiasm, dedication and leadership needed to help lead the Association
- Ability to collect and distribute meeting minutes, collect attendance as well

SHP Board Member

Length of Commitment:

Two years.

Time Commitment:

Approximately 5-10 hours per month

Duties:

SHP Board Member will support Executive Board Member in Alumni Association generally and specifically at the direction of the President or Vice President to include:

- Attendance, set up and participation at campus alumni association programs when possible
- Assistance with planning and implementation alumni recruitment and fundraising programs
- Assist in SHPAA recruitment activities geared towards building the SHPAA network
- Participation in selection of SHPAA scholarship and award recipients
- Set up quarterly meetings, assist with maintenance and distribution of meeting attendees
- Maintain the SHP Alumni Association mailbox and email correspondence in collaboration with the Communications/Webmaster

Qualifications:

- Graduate of the School of Health Professions, Rutgers University with enthusiasm, dedication and leadership needed to help lead the Association
- Ability to collect and distribute meeting minutes, collect attendance as well
- Ability to speak to students and SHP graduates about SHPAA activities
- Loyalty toward the Board and confidentiality regarding its internal affairs as discussed at Board meetings