BOARD POSITION DESCRIPTION:  
DIRECTOR (AT LARGE)

Directors are responsible for serving as the voice of alumni to help SFU remain accountable to alumni needs, while also informing a drive to continuously improve and expand the SFUAA and SFU’s programming and service delivery. A Director’s main responsibility is to ensure that the direction of the SFUAA – including all of the decisions made - are in accordance with the SFUAA’s mission and vision. Directors are expected to be active participants in discussion and debate about the SFUAA’s matters, including proposals brought forward or decisions that need to be made. SFU also looks to Directors to help determine long-range objectives and strategic plans for alumni engagement.

Responsibilities:

• Share your perspective, informed by the facts presented to you, your own experience and that of your alumni peers
• Identify gaps/opportunities for the Board to consider that will move the SFUAA towards fulfilling its goals
• Bring proposals or ideas forward to Board meetings for discussion and consideration before making any commitments on behalf of the Board or SFU
• Inform the Board of opportunities for revenue development, sponsorship, program development and philanthropic support for the university, including identifying alumni and individuals in the community who may be good potential volunteers or donors to SFU
• Participate in various SFU and alumni activities, some of which include attending SFU events, taking part in SFU surveys, making an annual financial donation, brainstorming ideas for individuals to be nominated for SFU awards, and helping to identify individuals who can serve as future SFUAA Board members.
• Share insight and input on a minimum of one, or maximum of two Board Committees by participating in regular Committee meetings/calls
• Review meeting Minutes, and any supplementary materials/reports prior to each meeting
• Follow through on action items that are assigned to you either by way of SFUAA Board meetings or SFUAA Committee meetings
• Promote the SFU Alumni Association in the community
• Maintain cooperative and respectful relationships with board members, university staff and alumni
• Attend all Board meetings, or inform the Executive Director and President in advance of your inability to attend (note that remote calling is a possibility if you are unable to physically be present). Unless we hear otherwise, it is assumed that you will be in attendance at each meeting

Key Attributes:

• Visionary
• Planning ability
• Experience with non-profit Board governance
• Strong communicator
• Knowledge of SFU and the SFUAA
• Previous volunteer experience with SFU an asset
• Team-oriented
• Networking ability
• Connected in community
• Understands evaluation
• Ability to analyze and take risks
• Long-term commitment to SFU and the Alumni Association

Time Commitment: 3-6 hours per month for three years. Additional time may be required for other volunteer roles taken on during term of Board service.