

POSITION DESCRIPTION

Sacred Heart College Alumni Association President

Position title	Sacred Heart College Alumni Association President
Overview	The President is responsible for leadership, organisation, function and conduct of the Sacred Heart College (SHC) Alumni Association Committee. This is a voluntary, elected position with a term of up to three consecutive years.
Duties	The President shall: • Promote Sacred Heart College and the SHC Alumni Association and its mission in the broader community, along with leading the Alumni Committee in making decisions that will enable the Alumni Association to achieve its vision; • Represent the Alumni Association within the College community engaging with students, staff, parents and Alumni and the broader community. • Manage the schedule and agenda of the Alumni Committee meetings and ensure that the business and decisions of the meetings are clearly recorded in the meeting minutes; • Facilitate the effective contribution of the Alumni Committee members, ensuring that all voices are heard, that constructive discussion takes place and decisions are made efficiently; • Promote constructive, respectful and friendly relations between the members of the Alumni Committee and between members of the Committee and College leadership and Development Office; • Ensure that the Alumni Committee discharges its responsibilities in respect of Mercy Education Limited's governance; • Ensure that the Alumni Committee is kept properly informed about the Association's financial affairs, via the Alumni Association Treasurer; • Recruit members to the Alumni Committee, in accordance with the Alumni Association Constitution ensuring there is an appropriate mix of skills, knowledge and experience; delegate tasks as necessary to the committee members. • Maintain strong relations with the College Principal, Alumni Officer and Development Office, to work collaboratively on achieving united outcomes; • Lead, coordinate and attend all Alumni Association events, including reunions, preparing and delivering speeches, presentations and the President's Report at the AGM; • Quarterly contributions to the Maguire Online publication. • Work closely with the Alumni Association Treasurer on all financial matters involving the Alumni Committee and Association.

Criteria and skills	<u>Essential criteria:</u> 1. Alumnus of Sacred Heart College 2. Of good standing in the community 3. Experience in committee/business or other leadership 4. Ideally proven experience on a committee, with thorough understanding of committee processes and procedures 5. Experience in dealing with people, financial and event management <u>Attributes and skills:</u> • Understanding of business, legal obligations and finance, along with a willingness to seek professional advice where necessary; • High level of communication and inter-personal skills, to enable the President to promote the mission of the Alumni Association clearly and to build an inclusive, cohesive and functional committee; • Willingness to encourage the Alumni Committee to explore innovative ideas and divergent views, coupled with the ability to facilitate decision-making through consensus as far as possible; • Integrity, dependability, openness to new ideas, assertive when appropriate and eagerness to lead the Alumni Association into the future. <u>Other:</u> • The ability to commit sufficient time to the position.
Selection process	The process for the appointment of the President will be done in accordance with the guidelines outlined in the Sacred Heart College Alumni Association Charter. The process is as follows: 1. The SHC Alumni Association will make a call for 'Expressions of Interest' to nominate for the position. 2. The Alumni Committee will review all nominations and provide feedback to candidates. 3. The candidates that meet the criteria and have been approved by the Committee will be taken forward to the SHC Alumni Association Annual General Meeting for election. 4. Election process at the AGM will include all candidates to speak to their nomination for President, two minutes per candidate. 5. The President will be elected by a majority vote of the Alumni Members present at the Annual General Meeting.