

Marquette University Alumni Association National Board of Directors President Job Description

The MUAA President is the role assumed by the second-year officer. (Officers are elected to a three-year term, serving in the first year as Vice President-President elect; second year as President; and third year as Immediate Past President). The President serves as such for one full fiscal year (July 1 – June 30).

The President shares the duties of all directors, serving as a counselor to the university and advocate for the alumni body. Overall, the MUAA President is expected to promote Marquette University and its alumni association in a manner consistent with the aims and goals of the University. Specific responsibilities of the President are articulated in the MUAA By-laws.

Responsibilities include:

- Takes the lead volunteer role, in concert with members of the Engagement Team, to organize the business the university brings to this board of advisors.
- Serves as Master of Ceremonies for all board conferences on campus and leads the celebration of Alumni Award Weekend each April.
- Represents the MUAA at university convocation and commencement, and other programs as necessary.
- Chairs the board's Governance.
- Serves as advocate and ambassador for Marquette University, working to increase the university's visibility and reputation among alumni and the wider community.
- Provides advice to the university. Evaluates and offers feedback and perspective to alumni engagement staff on programs and services offered to alumni.
- Makes personal philanthropic gifts to Marquette University priorities, contributing annually to the university's various "Give Marquette" scholarship aid funds, and to capital or comprehensive campaigns that take place during a director's tenure on the board.
- Helps secure financial support for the university from others by working with the university's Advancement staff, as requested, to identify and/or motivate development prospects for the university.
- Provides access for university staff to others who can help advance the mission of Marquette University, advocating the university's projects and causes with specific individuals and groups to which the President has special access. Introduces the university and its projects to a variety of individuals and groups that university representatives cannot easily reach on their own.
- Attends local Alumni Association events whenever reasonably possible. Additionally, attends some of the priority university events that take place on campus during the academic year.