



2. Board Positions No: 07

Policy Title: Director Shared Interest Groups
Date Approved: 22 Oct 14

I - POLICY

It is the policy of the Ryerson University Alumni Association (RUAA) that any person aspiring to be nominated for election to the Board of Directors must:

- Be a member in good standing of the RUAA at the time of nomination submission
- Submit an on-line RUAA Position Application Form (found on the RUAA web page at <http://www.ryerson.ca/alumni/get-involved/ruaa/>)
- Be willing to actively participate in all aspects of the RUAA Board within areas of responsibility
- Be willing to make an annual gift to the Ryerson Annual Fund
- A person serving on the RUAA Board of Directors shall not serve on the Board of any other Canadian University or College concurrently

II – COMPETENCIES

The following are provided as an indication of desired competencies. It is anticipated that no one person will satisfy all the competencies; however, depending on the role and the overall requirements of the RUAA Board of Directors, some competencies may be of greater importance than others.

- Management
 - Experience dealing with the issues and challenges facing volunteer organizations
 - Expertise in dealing with diverse opinions and socio-economic conditions
 - Ability to define and execute Board approved strategies and tactics
- Human Resources
 - Experience in managing human resources within a volunteer organization
 - Demonstrated ability to work with employees of a public institution as a volunteer in a collaborative environment
 - Ability to recognize and support diversity within the community at large, the University at all levels, and the RUAA Board of Directors
- Legal
 - Understanding the legal considerations and issues as they relate to the operation of a volunteer organization within a public institutional environment
- Governance
 - Experience with volunteer operating boards within a public institutional framework
 - Demonstrated ability to articulate a contrarian position in a positive manner

- Marketing and Public Affairs
 - Experience with stakeholder relations and enhancement of brand and image
 - Ability to promote the University's mission and attract support for the University
- Government Relations
 - Understanding of how policy decisions are made at all levels of government
 - Ability to influence policy makers at both the governmental and institutional level

III – REQUIRED SKILLS

The following skills are required at a minimum level unless specified otherwise and will be updated as technology and/or Board requirements change. Incumbents are expected to develop those skills that require updating on a regular basis

- Advocacy
- Leadership
- Diplomacy
- Listening
- Written and oral communication
- Computer literacy
- Time management

IV – DUTIES / RESPONSIBILITIES

In addition to their normal duties as a member of the RUAA Board, the Director, Shared Interest Groups has the additional responsibility of Chairing the Committee on Shared and Personal Interest Chapters

- Participate as an active Director on the Board of the RUAA
- As Chair of the Committee on Shared and Personal Interest Chapters
 - Prepare a slate of committee members that represents a cross section of Alumni for consideration by the RUAA Board
 - In consultation with the committee members, prepare terms of reference for the committee (to include an action plan to ensure that all Shared Interest Groups are properly constituted, have appropriate policies in place and are actively promoting the welfare of Ryerson)
 - Through the Committee, develop communication strategies that will allow committee members to actively engage all the Shared and Personal Interest Groups at Ryerson
 - Identify and work with Alumni in establishing new Shared and Personal Interest Groups
 - Actively use modern and emerging electronic media to communicate with existing and proposed shared and personal interest groups (i.e. Facebook, Twitter, etcetera)
- As applicable, work with Alumni Relations to establish regular contacts with all Alumni groups
- Serve as a subject matter expert to Shared and Personal Interest Groups wherein there are internal unresolvable issues affecting the welfare of the University.
- Liaise and work closely with Alumni Relations to assist them in achieving its goals
- Perform such other duties as the Board may require from time to time

V - LINKAGES

This position reports directly to the President of the RUAA through the RUAA Board of Directors and has a no direct reporting relationship with the Assistant Vice President of Alumni Relations.

- There are no supervisory requirements for this position
- This Director is expected to have a close working relationship with members of Alumni Relations, Associations, Chapters, Clubs and other diverse organizations within the overall University “umbrella”

VI – OTHER

While there is no requirement to live within the GTA, this Director is expected to routinely participate on campus in Board, Committee, and Other Alumni events within their area of responsibility.

Additionally, this Director will be expected to liaise with a large number of “Shared Interest Groups” on campus both personally and through other communication channels