

**Title:** CHCI Alumni Association National President  
**Reports to:** CHCI Board of Directors  
**Staffed by:** CHCI Manager of Alumni Relations  
**Compensation:** None (this is a volunteer position)  
**Duration:** Term is two years (2019-2020)

**Position Summary:**

The National President is the senior volunteer leader of the CHCI Alumni Association (CHCI-AA) and represents CHCI publicly on all alumni-related matters. He/she is elected by the membership nationally as its nominee, every two years. The CHCI Board of Directors ratifies the nomination. The National President can be re-elected for two additional two-year terms, not to exceed six years total. He/she must be alumnus of a CHCI leadership program.

**Term:**

Once elected, National President would serve for the 2019-2020 term, beginning in January 2019 and ending in December 2020

**Duties:**

The **President** will:

- Serve on the CHCI Board of Directors and complies with its membership requirements.\*
- Act in the best interests of the CHCI and the CHCI-AA at all times.
- Effectively communicates the mission and purpose of CHCI and the CHCI-AA to external stakeholders, alumni, and wider audiences, wherever opportunity arises.
- Promote and advocate among the membership the CHCI-AA's core strategic areas: volunteering, philanthropy, and professional development.
- Support, promote and encourage fellow CHCI alumni to personally donate and give of their time, talent and treasure annually.
- Promote CHCI Alumni awareness, engagement, and commitment to CHCI.
- Support a strong relationship between CHCI Alumni and current CHCI program participants.
- Exercises general supervision over CHCI-AA's strategic and annual plans.

- Oversees regional chapters and collaborates closely with Chapter Presidents.
- Presides over the CHCI-AA's annual membership meetings and provides regular updates on progress made against strategic plan and other key items of importance to members and CHCI.
- Serves as the principal liaison with the CHCI Board of Directors, President & CEO, Staff, and CHCI-AA Chapter leadership and members.
- Presides over the CHCI board's Alumni Task Force, the committee with oversight of the CHCI Alumni Association.
- Supports CHCI through an annual personal donation and fundraising as required of CHCI Board of Directors\*.

\* Members of the CHCI Board of Directors must meet the following annual requirements for service:

Personal Giving:	\$100 minimum
Fundraising (give or get):	\$25,000

Attend and engage in:

- The meetings of the CHCI Board of Directors (3-4 mtgs. annually; ½ days),
- The CHCI Alumni Task Force (as its Chair) and lead its quarterly, 1 hour conference calls,
- One CHCI board committee and participate in its quarterly, 1 hour conference calls, and
- CHCI's biennial board retreat (2 days).

### **2018 Election Timeline**

- Call for Candidates: Friday, November 23 - Friday, November 30
- Elections: Monday, December 3 – Friday, December 7
- Announcement: Week of December 14
- Orientation Retreat: Friday, January 25 – Saturday, January 26