

**Northern Illinois University Alumni Association**  
**Board of Directors**  
**Job Description**

**Job Title:** Director, NIU Alumni Association Board of Directors

**Mission:** It is the mission of the NIU Alumni Association (NIUAA) to build lifelong relationships with NIU alumni and friends by communicating the message of excellence and creating opportunities to connect and interact with the University community.

**Summary:** The NIU Alumni Association is an entity of the NIU Foundation and a part of the NIU Division of University Advancement. The NIUAA is focused on building lifelong relationships with Northern Illinois University alumni, prospective students, corporate partners and friends. The Alumni Association offers programs, hosts special events and partners with various departments/organizations in support of NIU. All graduates of Northern are “members” of the Alumni Association and are entitled to its benefits and programs. The Alumni Association serves over 165,000 NIU alumni in Illinois and 255,000 alumni worldwide.

**Essential Duties and Responsibilities:**

- Actively support the mission and strategic plan of the NIU Alumni Association and NIU Foundation.
- Actively engage and participate in as many Alumni Association-sponsored events as possible and encourage other alumni, parents and friends to join.
- Actively advocate for and promote NIU and the NIUAA to colleagues, other alumni and prospective students.
- Be responsible for personal travel and housing costs related to attending board meetings, board-related meetings and activities and special events.
- Exercise loyalty towards the board and confidentiality regarding its internal affairs as discussed at meetings.
- Respect and maintain confidentiality of Alumni Association volunteers, partners, staff and donors regarding University matters discussed in board or board-related meetings.
- Serve and actively participate in at least one committee within the Alumni Association board structure, as described in the NIUAA bylaws.
- Annually commit to and sign the four disclosure documents of the NIUAA: NIU Alumni Board Member Commitment, Whistleblower Policy, Fraud Policy and Conflict of Interest Policy.
- Encourage other alumni to give their time, talent and treasures to the University.
- Attend three full board meetings each year.
- Assist the NIUAA in other duties as assigned.

**Requirements:**

- Holds a degree from Northern Illinois University.
- Possesses strong communication and leadership skills, as well as strong teamwork ability.

**Time Commitment:**

- Three-year term; may be elected to a second term.
- Three Alumni Association board meetings per year (approximately 4 hours each).
- Special meetings called by the board (1-2 hours each).
- Quarterly committee meetings (1 hour each) and fulfill duties within committees.

**Personal and/or University Benefits:**

- Contributes to the wellbeing of Northern Illinois University.

- Rewards of networking with fellow alumni and current NIU faculty and staff.
- Allows you to connect with your alma mater and make it a better place for students and future alumni.
- Builds, sustains and expands on the strengths of the University—your alma mater.