

### **Mission**

Cleveland Clinic Alumni represent a constituency of physicians and scientists, throughout the world, who reflect a commitment to excellence. Cleveland Clinic is committed to serving as a resource to its Alumni by providing access to information and programmatic support necessary to ensure their professional growth and success. The goal of these efforts is to bolster the bond between the institution and its Alumni, and to create an atmosphere that encourages a commitment among Alumni to offer support and to participate in the life of the institution.

### **Officer Roles**

**President:** The President serves a three-year term and acts as the Chair of the Executive Committee and presides at all meetings of the Board. This individual shall perform such other duties as the Association shall assign. The President, in cooperation with the head of Alumni Relations, shall prepare, with the approval of the Board, the agenda for any business meetings of the Association. The President will serve as an ex-officio member of all standing committees. The President serves as the liaison to the Cleveland Clinic Enterprise and Board of Governors. The President appoints all special Committees as needed. The President will succeed to the office of Immediate Past-President.

**President-Elect:** The President-Elect serves a three-year term on the Executive Committee. In the absence or inability of the President to act, this individual shall perform the President's duties. The President-Elect will serve as a liaison to Special Committees chairing the Nominations Committee and Awards Committee. The President-Elect will succeed to the office of President.

**Immediate Past-President:** The Immediate Past-President serves a three-year term. The Immediate Past-President assists the President in the transfer of office and serves on both the Board and the Executive Committee. This individual will also serve on the Nominating Committee and Awards Committee. The Immediate Past-President assists Alumni Relations staff in communicating Philanthropic roles and responsibilities to Officers and Board members and is a member of the Philanthropy Committee. In the absence of the President or President Elect, the Immediate Past-President will conduct any duly called meeting.

**Vice President of Alumni Membership:** The Vice President of Alumni Membership serves a three-year term with no succession on the Executive Committee. This individual will be responsible for the welcome process of all new alumni annually (3+ year staff alumni, retirees, Post-Doctoral Fellows, Clinical Trainees, and CCLCM graduates). The VP of Membership will train and mentor Specialty Directors in their roles and responsibilities with assistance from the Alumni Relations staff.

**Vice President of Alumni Communications:** The Vice President of Alumni Communication serves a three-year term with no succession on the Executive Committee. This individual will work with the Alumni Relations staff on all alumni communications (magazine, Eblasts, Website, social media). The VP of Communications will assist with monitoring meeting agendas and minutes, providing financial reports when requested to the Board and insuring maintenance of policies and procedures.

**Medical Director:** The Medical Director is the central link between the Alumni Association Board, Alumni Relations and the Office of Professional Staff Affairs. This individual, who must be a current or former member of Cleveland Clinic Professional Staff, is nominated by the Executive Committee and confirmed by a majority vote of the Board. The Medical Director has voting privileges, and the position is not term limited; however, the Nominating Committee will conduct a biannual re-confirmation process.

### **Functions**

- To help identify opportunities for the Cleveland Clinic Alumni Association to better serve alumni in individual specialties and to help develop initiatives to support alumni needs.
- To serve as liaison between alumni and Cleveland Clinic department/center staff and house staff, as well as to Alumni Relations and the Alumni Association Board of Directors.
- To represent the interests of alumni in policy matters being considered by the Alumni Association Board of Directors.
- To facilitate requested feedback and alumni participation in efforts to promote and support goals and objectives of the Cleveland Clinic, including alumni development initiatives.
- To enhance alumni involvement in the life of the institution.
- Act as a role model by mentoring students, trainees and researchers across the enterprise.

### **Duties**

- Attend Alumni Association Board of Directors meeting twice annually and Executive Board meeting twice annually. Alumni Relations will cover the cost of travel up to \$1,000 for domestic and \$1,500 for International for in-person meetings.
- Attend specialty events of Alumni, including but not limited to receptions at medical meetings and reunions.
- Connect with Enterprise Leadership and Alumni Relations quarterly at minimum to learn gather information to share with alumni constituents and offer assistance from alumni perspective.
- Engage with alumni constituents twice annually via email, phone or letter and apprise of Institutes/Enterprise happenings.
- Initiate and encourage participation in specialty receptions/reunions and other social and educational events.
- Assist in the administration of specialty alumni recognition programs, where instituted.
- Assist in publicizing Alumni Association information concerning practice management, job opportunities, association benefits, professional networking, etc., to current residents / fellows, and especially graduating residents and young alumni.
- Provide requested assistance in alumni development initiatives according to interests/abilities.
- Advance Alumni Association and organizational objectives including philanthropic goals.
- Recommend additional programs or services the Alumni Association or Department/Center might provide to assist alumni in their continuing professional and educational development.
- Available to participate in specialty events, when appropriate.

### **Eligibility**

A minimum of one-year Alumni Board experience.

### **Terms of Office**

Three-year terms. All Officers will be confirmed by a majority vote of the Board.