

## **Alumni Specialty Director Role**

### **Description**

Cleveland Clinic Alumni Specialty Directors are elected by their alumni colleagues for the following specialty areas: Anesthesiology, Behavioral Health, Cardiovascular Medicine, Colorectal Surgery, Dermatology, Endocrinology, Gastroenterology, General Surgery, Head and Neck, Imaging / Radiology, Infectious Disease, Internal Medicine, Kidney Medicine, Neurological Surgery, Neurology, Obstetrics and Gynecology and Women's Health, Oncology, Ophthalmology, Orthopaedic Surgery, Pathology and Laboratory Medicine, Pediatrics, Plastic Surgery, Research, Respiratory, Rheumatologic and Immunologic Disease, Thoracic and Cardiovascular Surgery, Urology, Vascular Surgery; and Cleveland Clinic Lerner College of Medicine (CCLCM); whereby, the program and/or total number of alumni constituents are deemed significant for representation.

### **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 trained within specific specialty and the corresponding 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 specialty 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 organization.
- Act as a role model by mentoring students, trainees and researchers across the enterprise.

### **Duties**

- Attend Alumni Association Board of Directors 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 Institute Chairperson twice annually at minimum to gather information to share with alumni constituents and offer assistance from the alumni perspective.
- Engage with alumni constituents twice annually via, email, phone or letter and apprise of Institutes/Enterprise happenings.
- Where appropriate, initiate specialty-specific communications to constituents and/or provide information for publication in the *Alumni Connection* magazine or Alumni Association website.
- Initiate and encourage participation in specialty 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, 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 the 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 member of the Cleveland Clinic Alumni Association:
  - Individuals who trained for a minimum of one (1) year at a Cleveland Clinic training facility through any one of the clinical or research Graduate Medical Education (“GME”) accredited programs.
  - Medical students from Cleveland Clinic Lerner College of Medicine (“CCLCM”).
  - PhD students who have completed their degree at Cleveland Clinic, through one of our partner universities (Case Western Reserve University, Cleveland State University, Kent State University and the University of Akron).
  - Professional staff who hold these positions, but who trained outside Cleveland Clinic, are also eligible for membership in the Association if they have served Cleveland Clinic for a period of three (3) years. Readiness and willingness to serve on the Alumni Association Board of Directors, which includes twice yearly meetings

### **Terms of Office**

Three-year terms; may serve a maximum of two terms. All Specialty Directors will be confirmed by a majority vote of the Board.