



Board Position Description:
VP ORGANIZATIONAL DEVELOPMENT

Responsibilities:

SUPPORT EXECUTION OF THE STRATEGIC PLAN

- MONTHLY:
 - Meet with President and President-Elect to discuss goals and strategic plan
 - Support annual goals and strategic plan execution
 - Serve on ACSN Board and provide regular updates on tasks and progress
 - Work with President to ensure follow up and follow through of assigned tasks
 - Provide connective tissue between Committees
- SUMMER/CONFERENCE:
 - Confirm with board members who will be providing updates of tasks
 - Provide written year-end summary report for Annual Report
 - Schedule annual in-person Board meeting at annual Conference and help lead with President

SUPPORT TRANSITION OF INCOMING / OUTGOING BOARD & COMMITTEE MEMBERS

- SPRING:
 - Stay up to date on transition needs
 - Review position descriptions and update as needed
 - Help recruit new committee and board members
 - Select a date / prep for August webinar
- SUMMER/CONFERENCE:
 - Work with CAM to market committees and positions at Conference
 - Send connection emails between each incoming and outgoing pair:
 - Provide position description
 - Ask outgoing and incoming pairs to meet in August to ensure a smooth transition
 - Ask outgoing and incoming pairs to review the position description
 - Invite incoming Board members to join the August board meeting (optional)
 - Work with Programming chair to host a follow up "Get Involved in ACSN" webinar after the Conference

Position Term

2 years

Meetings

The VP of Org Development attends monthly ACSN board meetings & Executive Committee meetings

If you enjoy using the following skills, this role may be for you:

- Strong management, oversight experience and business acumen
- (Expertise) in influencing, mentoring, coaching, training, and assessment
- Ability to think strategically and translate into concrete implementation plan
- Collaboration mindset – a true dot connector
- Strong communication skills (verbal and written)
- Proven track record of envisioning and operationalizing successful outcomes/projects

ACSN Mission

The Alumni Career Services Network (ACSN) supports and enhances the development of alumni career services practitioners by providing meaningful opportunities for professional growth and networking while demonstrating the value of alumni career services to key stakeholders.

ACSN Vision

ACSN will become the premiere global thought leader in our field by promoting best practices and the value proposition of alumni career services. ACSN will cultivate strong relationships with corporate partners, colleges and universities and other key influencers to advance our profession and the delivery of services to alumni.