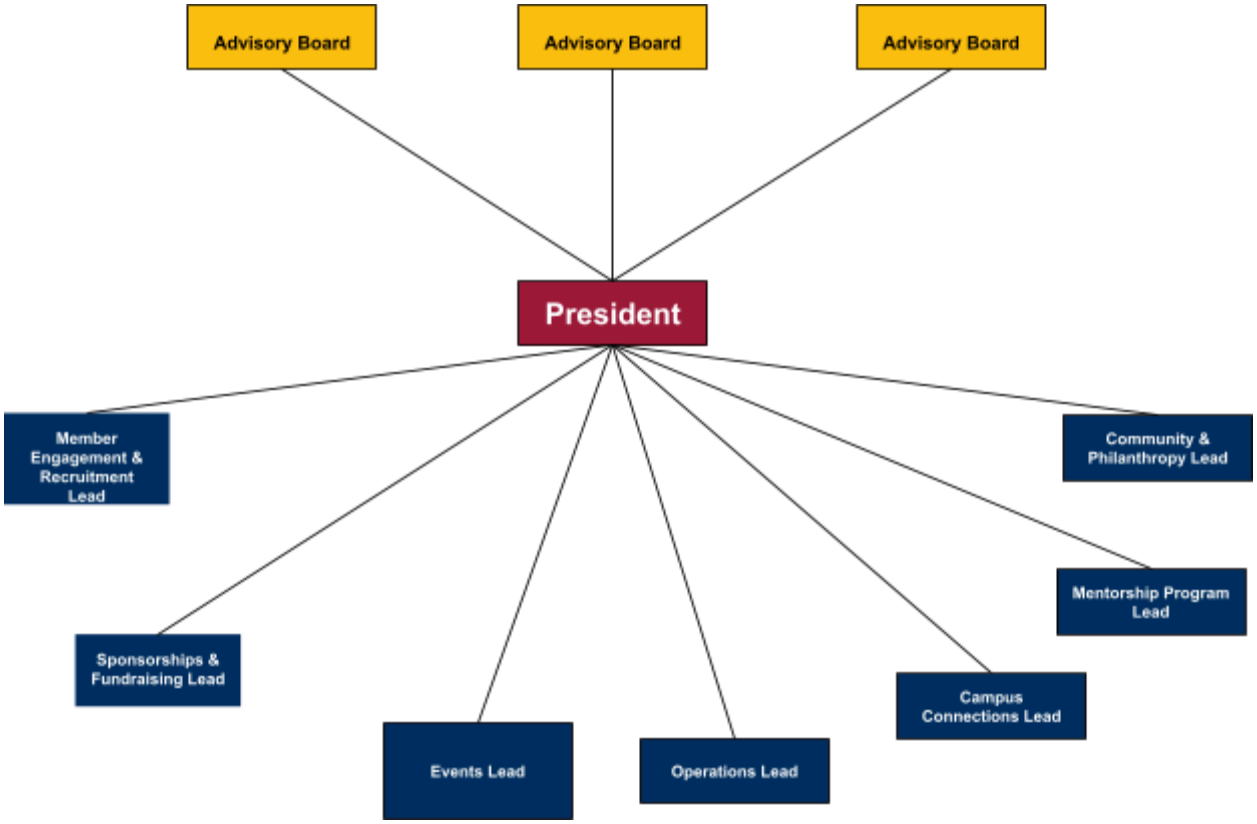
QQAC Executive Team Structure

2021 - 2022





QUEEN'S QUEER ALUMNI CHAPTER

COMMUNITY | MENTORSHIP | UNITY

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President [OCCUPIED]

Charged with providing leadership and direction to the Chapter, the President is responsible for ensuring that the team fulfils its responsibilities for the governance and success of the Chapter. The President is generally the spokesperson and should work to maintain key relationships within Queen's University and with external organizations.

Responsibilities

- Focus the team's attention on matters of governance that relate to structure, role, and responsibilities
- Lead the fostering of the Chapter's relationship with Queen's University, Alumni Relations, and Office of Advancement
- Collaborate with the Portfolio leads to ensure the necessary skills are represented on the team
- Chair team meetings, ensuring that they are run efficiently and effectively
- Act as a signatory for the Chapter in all financial and legal purposes
- Ensure that a succession plan is in place to help recruit new team members as required
- Send out annual communications (i.e welcome note) to Chapter members
- Perform other additional responsibilities as required to assist with Chapter objectives

Qualifications

- The President will be thoroughly committed to executing the Chapter's mission and must have proven leadership, coaching, and relationship management experience.
- Specific requirements include:
    - Track record of effectively leading and scaling a performance and outcomes-based organization; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
    - Excellence in organizational management with the ability to develop, coach and manage, high-performance teams
    - Unwavering commitment to execution of quality programs
    - Excellent written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
    - Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
    - Ability to work effectively in collaboration with diverse groups of people

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Member Engagement and Recruitment Lead [AVAILABLE]

Position

The Member Engagement and Recruitment Lead is responsible for the overall growth and management of the Chapter's growth of members.

Responsibilities

- Growth and management of the Chapter's member database and mailing list
- Work alongside Communications Lead to spearhead marketing campaigns to grow membership
- Work alongside Campus Connections Lead to develop strategies to engage student members
- Develop and implement strategies to recruit new members and engage current members
- Respond promptly to inquires from current and prospective members
- Prepare periodic reports on membership stats

Qualifications

- Articulate and comfortable interacting with a wide range of individuals
- Strong written and verbal communications skills
- Strong organizational and time management skills

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Sponsorship & Fundraising Lead [AVAILABLE]

The Sponsorship & Fundraising Lead is tasked with developing and implementing all funding activities to increase external financial support for the Chapter's mission and programs.

Responsibilities

- Build successful strategies for successful and diverse funding streams for the Chapter through sponsorship and donations
- Research and apply to bursaries and grants to help fund Chapter initiatives and events
- Set the annual and long-term goals for increasing revenue for the Chapter
- Acquire, cultivate, and manage the Chapter's relationship with donors

Qualifications

- An amplitude for sales and prospecting
- Strong communication and relationship-building skills
- Ability to conceptualize issues, design solutions, make decisions, and effectively implement program strategies and activities

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Marketing & Communications Lead [OCCUPIED]

The Marketing & Communications Lead will set and guide the strategy for all communication channels, including the Chapter's website, newsletter, and social media channels

Responsibilities

- Develop and implement an integrated strategic communications plans to advance the Chapter's brand identity and broaden awareness of its programs and events through the Chapter's website and social media channels
- Create marketing materials to support Chapter events, sponsorship, and membership engagement

Qualifications

- Strong written and verbal communication skills
- Knowledge of social media channels (Instagram, Facebook, Twitter, LinkedIn)
- Ability to communicate effectively with diverse audiences through social media

Events Lead [AVAILABLE]

The Events Lead is responsible for organizing engaging events for the Chapter, from ideation to execution. Note: Due to COVID-19 restrictions, all Chapter events will be virtual until further notice.

Responsibilities

- Host and facilitate engaging events to foster alumni connection
- Collaborative with members of the executive team to execute all Chapter events
- Liaise with vendors, sponsors, and stakeholders during the event planning process
- Book venues and vendors as required
- Conduct post-event evaluations including preparing and sending out surveys to guests
- Recruit and manage a team of volunteers to assist with event planning and day-of-activities

Qualifications

- Superior organizational and time management skills with aspirations for excellence
- Working knowledge of vendor management
- Strong communication and interpersonal skills

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Operations Lead [AVAILABLE]

Position
The Operations Lead is a mission-focused and process minded leader responsible for leading and managing an array of internal operations and administration for the Chapter.

Responsibilities

- Contribute to the development of Chapter's strategic goals and objectives as well as the overall management of the organization
- Coordinate the annual operations plan calendar
- Provide programmatic leadership and input for all strategic plan implementation processes with the President
- Develop and implement a system of tracking and reporting on the progress of the strategic plan implementation
- Provide effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of all programs
- Maintain continuous lines of communication, keeping the President informed of all critical issues
- Taking and tracking detailed notes during all executive team meetings, and ensuring all executive members are aware of their monthly goals and responsibilities
- Identify opportunities for the Chapter to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges
- Identify best practices and improve internal systems with an eye towards future needs and budget realities
- Lead the performance management process that measures and evaluates progress against goals for the organization through a Balanced Scorecard metric

Qualifications

- A clear understanding and passion for the Chapter's mission and objectives
- Demonstrated prior leadership experience with a track record of success facilitating organizational change and development
- Superior management skills; ability to influence and engage direct and indirect reports and peers
- Self-reliant, great problem solver, results-oriented
- Ability to execute multiple tasks and multiple priorities
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical administration initiatives

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Campus Connections Lead [OCCUPIED]

This position is responsible for maintaining a strong relationship with future Chapter alumni, Faculty and staff members at Queen's University.

Responsibilities

- Proactively engage with and manage relationships with various 2SLGBTQ+ student associations
- Actively seek ways in which the Chapter can assist queer student organizations by reaching out to students who are transitioning into alumni
- Serve as an ambassador of the organization by attending events facilitated by queer student organizations to represent and speak on behalf of the Chapter

Qualifications

- Current student or recent Alum (within last 5 years) at Queen's University
- Experience working with student organizations or working within a student organization (preferred)
- Superior organization skills and ability to prioritize
- Excellent written and verbal communication and presentation skills
- Ability to speak to a wide arrange of audiences
- Public speaking
- Ability to work in a team

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Mentorship Program Lead [AVAILABLE]

The Mentorship Program is responsible for directing and implementing the Chapter's Mentorship Program

Responsibilities

- Develop and implement strategies to deliver and execute the Chapter's Mentorship Program including (but not limited to) facilitating mentor hiring and mentee placements, working alongside the Communications Lead to create social media campaigns, and organizing mentor/mentee events and socials alongside the Events Lead
- Responsible for crafting and delegating roles to team members (and volunteers) during programming execution

Qualifications

- Excellent oral and written presentation skills with an emphasis on the ability to build strong interpersonal relationships at all levels of an organization
- It is highly desired for the individual(s) to be organized and innovative