

# **National Educational Alumni Trust**

## **Executive Committee Position Description**

**Position:** NEAT Executive Committee Member

**Mission:** It is the mission of the NEAT to build and strengthen relationships, instill confidence and cultivate trust. We invest in the alumni profession through a collaborative effort that promotes engagement through affinity insurance products.

**Purpose:** The National Educational Alumni Trust (NEAT) is a group of alumni organizations who formed a 501 (c)3 non-profit in 1972. The NEAT's initial purpose was to offer term life insurance to alumni while creating a source of income for the organizations. Over several decades, the NEAT evolved into much more. Today, the NEAT is a group of alumni relations leaders who collaborate to continually improve their profession and develop the next generation of alumni directors.

### **Essential Duties and Responsibilities:**

- Actively support the mission and purpose of the NEAT.
- Actively engage and participate in annual grant and scholarship programs and encourage staff to apply.
- Actively engage and participate in semiannual NEAT Executive Committee (NEC) meetings.
- Actively advocate for and promote NEAT to prospective members.
- Be responsible for arranging personal travel related to attending NEC meetings.
- Exercise loyalty towards the NEAT and confidentiality regarding its internal affairs as discussed at meetings.
- Serve and actively participate in at least one subcommittee within the NEAT.
- Encourage other alumni professionals to give their time, talent and treasures to the NEAT.
- Assists in the promotion of the NEAT at conferences and through peer institution interactions.
- Actively engage with NEAT social posts
- Assist the NEAT in other duties as assigned.

### **Specifically, as NEC Officer**

- Chair
  - Preside over Executive Committee and Board of Advisors meetings.
  - Host 1 meeting per year either on campus, or a location of choice, including recommendations for logistics.
  - Meet with USI staff monthly for check-ins.
  - Serve as signatory on tax filings, insurance policies and other documents as needed.
- Secretary
  - Take roll call during Executive Committee and Board of Advisors meetings.
  - Review meeting minutes drafted by USI staff for accuracy.
- Treasurer
  - Present financial reports during Executive Committee meetings.
  - Monitor NEAT Administrative and Investment accounts to ensure they are in good standing.
  - Authorize disbursement of funds as applicable.

### **Specifically, as Chairperson of a Subcommittee:**

- Member of the NEC.
- Possess interest in and knowledge of the subcommittee.
- Provide assistance and support to the subcommittee.
- Participate in assignments related to the specific subcommittee.

- Work with USI staff to schedule, provide an agenda and lead subcommittee meetings.
- Respond to email/phone calls from staff working with subcommittee in a timely manner.

**Requirements:**

- Holds a position at an active NEAT member institution.
- Possesses strong communication and leadership skills, and promotes collaboration and teamwork .

**Time Commitment:**

- Four-year term.
- Two NEC board meetings per year (approximately 2 days each). In-person participation preferred, virtual participation is an option.
- Grant subcommittee to include application review, virtual meeting and mentorship (2 hours annually).
- Scholarship subcommittee to include application review and virtual meeting up to 3x a year (3 hours annually).
- Provide USI staff with recommendations for prospective NEAT members and provide warm introductions (2 hours annually).

**Personal and/or NEAT Benefits:**

- Contributes to the wellbeing of the NEAT.
- Rewards of networking with fellow alumni directors and USI staff.
- Adds volunteer experience to your professional profiles.
- Builds, sustains and expands on the strengths of the NEAT.
- Strengthens the impact of the alumni profession through deeper engagement.