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Role description
for
VP for Harvard Relationship

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Role title: VP for Harvard

Role covers: All strategic initiatives focussed on building the relationship with Harvard, growing the number of Australians studying at Harvard, and the number of recent graduates joining as members of HCA and Harvard information flow to Australia.

Reports to: President

How role 'makes a difference': By successfully implementing an agreed set of initiatives to build the relationship with Harvard University so as to grow the number of Australians studying at Harvard, and to grow the membership of HCA and HCV. To influence the agenda of the Chair in Australia Studies to lift the profile of Australia at Harvard, and in the US generally. Provision of news feed of Harvard Australian content to Alumni in Australia.

Markers of success:

- More applicants and more admissions to Harvard College and Harvard Graduate Schools.
- Number/Proportion of new graduates joining HCA.
- Co-operation and joint initiatives with Chair of Australian Studies including engagement with prior holders of the chair (SIG?)
- Number of events with visiting professors.
- Adoption of HAA enterprise software platform, within 5 years to meet HCA requirements.

General VP responsibilities:

- Set Club and Mission strategies
  - Jointly shape Club strategy with Board & Council
  - Develop annual plan-on-a-page for Mission
  - Coach PLs on their POPs
- Contribute to Club governance
  - Participate in Board and Council meetings
  - Sit on mini-Boards (eg HCAP)
- Develop Mission & Club leadership cadre
  - Attract a group of PLs to lead Mission's programs

- Cultivate a VP successor
- Identify potential VP and PL candidates to Noms Com
- Nurture new ideas
    - Encourage generation of innovative new ideas
    - Support PLs in scoping, designing and gaining approval
    - Help to promote new ideas to members, and overcome roadblocks
- Coordinate across Mission's programs
    - Chair Mission team meetings
    - Provide relevant coordinating mechanisms/guidelines across PLs
    - Keep PLs informed informally
    - Ensure PLs get info into Club's calendar and coms channels
    - Problem solve any budget issues
- Communicate formally and informally
    - Provide leadership presence at Club events
    - Represent Club to external parties
    - Communicate Club strategy at every opportunity
    - Spread good news stories
- Drive ongoing improvement
    - Review impact of Mission
    - Collaborate with PLs to codify Mission's processes and tools
- Help to build a bigger more active Club
    - Recruit new members to the Club
    - Encourage members to participate and contribute
- Foster desired Club culture
    - Role model Club values
    - Recognise contributions made by PLs and others
    - Nominate worthy members for Club awards

Role-specific areas of responsibility:
- Get more out of the Harvard Alumni Association
    - Share strategy best practice across all alumni clubs
    - Influence the development of a collaboration toolset useful for all alumni clubs

- – Ensure we have got all tools and best practices from HAA

- Support Harvard Graduate Schools to recruit Australians
  - – Deepen contact with admissions office, and agree joint initiatives
  - – Hold Application Seminars
  - – Cultivate Offerees so as to decide in favour of Harvard

- Promote Harvard College
  - – Deepen contact with admissions office, and agree joint initiatives
  - – Promote to School leavers the "needs blind" opportunity to attend Harvard College.
  - – Assist the College in interviewing applicants

- Develop joint initiatives with the Chair of Australian Studies (CAS)
  - – Deepen contact with Co-ordinator of CAS
  - – Negotiate the possibility of HCA having a role in the operation of CAS
  - – Influence joint initiatives with CAS aligned with HCA strategy

- Provide relevant and engaging news feed to Australian alumni – especially relevant contemporary news to younger graduates

- Promote Harvard to Australian Selective and Independent Schools
  - – Support the annual "Study in the US" school fairs.
  - – Provide publicity material.
  - – Introduce and grow a Book Prize into target schools.

- Persuade visiting Harvard academics to speak at Club events
- Build closer ties with Australians at Harvard
  - – Host on campus events
  - – Connect with ANZ Club on campus
  - – Develop summer break internships and events
- Protect the Harvard Brand
- Support possible future establishment of a Harvard office in Australia

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Key relationships:

- PLs within Mission:
  - – PL for HAA
  - – PL for HBS Alumni
  - – PL for Harvard College (Australian Based)
  - – PL for Graduate Schools (Australian Based)

- PL for Harvard College (US activities)

- PL for Graduate Schools (US activities)

- PL for the Chair in Australian Studies

- PL for Book Prize

- PL for Harvard News and Professor visits

- Others within Club:
  - Other VP's especially For Club (Membership)

  - Chapter convenors (Regional events and activities)

  - Harvard College SIG

- Outside Club:
  - Harvard Admission offices

  - HAA

Key decision rights:

- Selection and deselection of PL's
- How, what and where to promote study at Harvard
- Events to farewell, welcome home, and provide information to Students

Support from Club admin:

- Support for events to be delivered by PL's.
- Identification of talent.
- Support for organising events with visiting academics
- Support on Book Prize logistics

Desirable characteristics (skills, experiences, contacts, mobility):

- Full Graduate of Harvard University (Associate Members not eligible for this role).
- Empathic Leader.
- Good understanding of how HAA and Harvard work.
- Good networker to recruit Program Leaders and Contributors.
- Ability to delegate, and to encourage volunteers to deliver as promised.
- Curiosity to learn about members and how things work at Harvard.
- Periodic visits to Harvard to pursue priorities.

Expected duration of appointment:

- 3 years
- Elected at AGM
- Conversation with President triggered at 2-year point re succession, extension, rotation

Time requirement (indicative):

- 12 days per year (2.5 hours/wk for 10 months)
- Seasonal pattern: none

Version: 1.1
Last revision: 5 June 2018
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