**Role description**

**for**

**VP for Harvard Relationship**

**Role title:** VP for Harvard

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

**Reports to:** President

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**How role ‘makes a difference’:** By leading a team of PLs who together successfully implement an agreed set of initiatives to: deepen the relationship with Harvard University; grow the number and diversity of Australians studying at Harvard; support returning students transitioning back to Australia and grow HCA and HCV membership; influence the agenda of the Chair in Australia Studies to lift the profile of Australia at Harvard, and in the US generally; and provision news feeds of relevant Harvard content to Alumni in Australia.

**Markers of success:**

* A strong and diverse pipeline of talent applying to Harvard College and Harvard Graduate Schools.
* Involvement in HAA Welcome and GNN events
* Number / roportion of new graduates being warmly welcomed and supported back in their transition back to Australia
* Number / proposition of new graduates joining HCA.
* Attendance at School Information Sessions
* Representation of most Harvard schools through Team ‘School Contacts’
* Number and engagement of Harvard news items shared with Australian community
* Co-operation and joint initiatives with Chair of Australian Studies including engagement with prior holders of the chair
* Number of events with visiting professors

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**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 plans for the year
* 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
* Hold Information Sessions
* Deepen contact with admissions office, and agree joint initiatives
* Support Harvard College
* Deepen contact with admissions office, and agree joint initiatives
* Support current students with any interests / pursuits in Australia
* Help our community transition to and from Harvard
* Warmly welcome and farewell students
* Participate in HAA initiatives (Welcome to City / Global Networking Nights)
* Advance ideas and promote enduring knowledge
* Provide relevant and engaging news feed to Australian alumni – especially relevant contemporary news to younger graduates
* Develop joint initiatives with the Chair of Australian Studies (CAS)
* Deepen contact with Co-ordinator of CAS
* Influence joint initiatives with CAS aligned with HCA strategy
* Promote Harvard to Australian Selective and Independent Schools
* Continue to grow Book Prize into target schools
* Promote to School leavers the “needs blind” opportunity to attend Harvard College.
* Provide publicity material as and if requested
* 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

----------------------------------------------------------------------------------------------------**Key relationships:**

* PLs within Mission:
* PL for Info Sessions
* PL for Warm Farewells & Welcomes
* PL for Book Prize
* PL for Student Buddies
* PL for News & Research
* School Contacts / Liaisons:
* Arts & Sciences [Vacant]
* Business
* College
* Dentistry [Vacant]
* Design
* Divinity [Vacant]
* Engineering [Vacant]
* Education
* Extension
* Kennedy
* Law
* Medical
* Public Health
* Others within Club:
* Other VP’s especially For Club (Membership) and Events
* Chapter convenors (Regional events and activities)
* Outside Club:
* Harvard Admission offices
* HAA
* Chair in Australian Studies

**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 and budget

----------------------------------------------------------------------------------------------------**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.

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**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

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