

**MARQUETTE UNIVERSITY ALUMNI ASSOCIATION  
NATIONAL BOARD OF DIRECTORS  
Director Job Description**

The MUAA Director is elected to a two-year term, with the possibility of an additional two-year term. The Director will serve as a counselor to the university and advocate for the alumni body. Overall, the MUAA Director is expected to promote Marquette University and its alumni association in a manner consistent with the aims and goals of the University.

Responsibilities include:

- Serve as advocate and ambassador for Marquette University, working to increase the university's visibility and reputation among alumni and the wider community.
- Provide advice to the university. Evaluate and offer feedback and perspective to alumni engagement staff on programs and services offered to alumni.
- Make personal philanthropic gifts to Marquette University priorities, contributing annually to the university's various "Give Marquette" scholarship aid funds, and to capital or comprehensive campaigns that take place during a director's tenure on the board.
- Help secure financial support for the university from others by working with the university's Advancement staff, as requested, to identify and/or motivate development prospects for the university.
- Provide access for university staff to others who can help advance the mission of Marquette University, advocating the university's projects and causes with specific individuals and groups to which the director has special access. Introduce the university and its projects to a variety of individuals and groups that university representatives cannot easily reach on their own.
- Attend and participate in MUAA National Board meetings and assigned committee meetings, with attendance at a minimum of two-thirds of the scheduled meetings over a two-year period. Special circumstances will occasionally arise and the Governance Committee, which annually reviews attendance, will take such circumstances into account if made known to that body.
- Attend local Alumni Association events whenever reasonably possible. Additionally for those directors who live closer to the university, attend some of the priority university events that take place on campus during the academic year.

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