

## Job Descriptions — Mercedes College Old Scholars Association (MOSA)

### PRESIDENT

The President is elected for a two year term. Upon completion of the term they may renominate for a further two year term.

#### PRIMARY OBJECTIVES

- Provide leadership to the MOSA Executive Committee and the MOSA Committee total
- Attend MOSA Executive Committee and MOSA Committee total meetings – at least 80%
- Provide support to Development Office staff in preparing, implementing and evaluating Old Scholar activities and programs
- Preside over MOSA committee meetings, MOSA AGM and any special General Meetings.
- Assist in the creation of Agenda
- Assist the Executive Officer, MOSA and Director of Marketing and Development in the identification, cultivation and appointment of other MOSA Committee members
- Appoint a representative from the MOSA Committee to serve on the Marketing and Development Standing Committee.
- Provide guidance to subcommittee chairs, interest group presidents and standing committee chairs as needed
- Work with the Director of Marketing and Development, Executive Officer MOSA and Marketing staff on Alumni relations
- Attend Mercedes College events on campus and off campus whenever possible

Key Result Area	Major Activities	Performance Measures
Leadership	Target and recruit Old Scholars for nomination to Executive Committee positions	Attendance at meetings Timely preparation of MOSA reports to Marketing and Development Standing Committee Report back to MOSA Executive Committee  Full and active committee with broad skill set Agreed succession plan with Executive Committee members.
Accountability	President's responsibilities for MOSA	Report to AGM, and Mercedes Marketing and Development Standing Committee if required.
Advocacy	Work to assist in building the profile of MOSA and to promote mutual understanding with other stakeholders i.e. Parents & Friends, Mercureans	Attend as many on campus and off campus Mercedes College events as possible.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 PRESIDENT

## Job Descriptions — Mercedes College Old Scholars Association (MOSA)

### VICE PRESIDENT

The Vice President is elected for a two year term. Upon completion of the term they may renominate for a further two year term. They are cognisant of their responsibility of taking on the role of President should the President resign or be dismissed.

#### PRIMARY OBJECTIVES

- Attend MOSA Executive Committee meetings – at least 80%
- Chair meetings whenever the President is not present.
- Be an advocate of MOSA
- Provide support to Development Office staff in preparing, implementing and evaluating Old Scholar activities and programs
- Attend Mercedes College events on campus and off campus whenever possible
- Liaise with and support members of the Executive Committee in achieving their Strategic Plan objectives
- Assist in areas of activity identified by the MOSA Executive Committee
- Maintain a close liaison with the Executive Officer – Alumni

Key Result Area	Major Activities	Performance Measures
Leadership	Fulfil the role of President at times when president is unavailable  Assist President in identifying and securing vacant positions on the MOSA Committee	Attendance at meetings Assist President in preparation of reports to Mercedes College Marketing and Development Standing Committee  Full and active committee with broad skill set
Accountability	Director's responsibilities for MOSA	Report through the President
Events	Liaise with the Executive Officer – Alumni re: calendar of events including reunions and provide advice/ help where appropriate. Be an advocate for Old Scholar involvement and support at whole community events	Contribute to the organisation of reunions and MOSA events.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
VICE - PRESIDENT

## Job Descriptions — Mercedes College Old Scholars Association (MOSA)

### TREASURER

#### PRIMARY OBJECTIVES

- Maintain accurate financial records for MOSA
- Liaise regularly with the Executive Officer – MOSA, Business Manager and College Finance Department regarding the financial status of MOSA.
- Prepare budgets, when requested, for the consideration of Executive
- Ensure audited records are prepared for the AGM

Key Result Area	Major Activities	Performance Measures
Accountability	Treasurer's responsibilities for MOSA Financial recording and reporting for the MOSA	Report to AGM Monthly reports to the Executive (provided at least two working days prior to the President)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
TREASURER

## Job Descriptions — Mercedes College Old Scholars Association (MOSA)

### Committee Member

#### PRIMARY OBJECTIVES

- Promote and advocate the activities of MOSA
- Identify potential committee members and encourage their nomination to the MOSA committee when positions become available
- Attend whole college events and MOSA events where possible
- Volunteer where needed for college events and activities

#### KEY ACCOUNTABILITIES

Key Result Area	Major Activities	Performance Measures
Advocacy and promotion of MOSA	Whilst engaging with the Mercedes College community take the opportunity to discuss the benefits and activities of MOSA	Attend no less than 80% of MOSA meetings

Signed:

\_\_\_\_\_

COMMITTEE MEMBER

Date: \_\_\_\_\_

## Job Descriptions — Mercedes College Old Scholars Association (MOSA)

### Interest Group Representative

#### PRIMARY OBJECTIVES

- Promote and advocate the activities of MOSA to the interest group represented
- Contribute to the growth of MOSA activities by bringing feedback and commentary to the MOSA meetings
- Offer volunteer help for MOSA and college events from members of the interest group represented

#### KEY ACCOUNTABILITIES

Key Result Area	Major Activities	Performance Measures
Advocacy and promotion of MOSA	Whilst engaging with the Mercedes College community take the opportunity to discuss the benefits and activities of MOSA	Attend the AGM to give Interest Group Report and attend MOSA meetings as required by the Committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
INTEREST GROUP REPRESENTATIVE

\_\_\_\_\_  
NAME OF INTEREST GROUP