



INSEAD National Alumni Association Singapore (NAA) Secretary Selection Process (July 2020)

Role Description and Candidate Profile

Call for Candidates to be published by 2 July 2020 via NAA newsletter with full details of process and candidate profile

Position Applications Open

From 2 July 2020

Position Applications Close

By 10 August 2020

Applications to be sent to the NAA Office Bearers below:

NAA President: Cintia Tavella MBA'07D, IDP-C'20Jun (cintia.tavella@insead.edu)

NAA Secretary: Jaz Athenia Chua TIEMBA'16Jan
(jaz.chua@insead.edu)

NAA Treasurer: Amy Xu MBA'14J (amy.xu@insead.edu)

Selection Process signed off by NAA SGP Office Bearers & NAA Executive Committee:

- Reception of interest from candidates by NAA Office Bearers (15August 2020)
- Initial Interview of candidates first by current Office Bearer to explain responsibilities (end August 2020)
- Interested candidates formally apply for the Office Bearer role with CV (end August)
- All NAA Office Bearers interview the candidates that have applied for the role. Final round candidates to meet with the Exco. Exco nominates the short-listed candidate for Secretary, in consultation with INSEAD Director of Alumni Relations, Austin Tomlinson (end September)
- The nominated candidate will join the NAA Executive Committee (ExCo) for 3 months trial period (October 2020)

After 3-months' probation period, voting will be held at NAA ExCo and approval by simple majority required by NAA ExCo members to accept the new Office Bearer and propose this candidate to the next AGM or an earlier EGM could be if required. (end January 2021).



INSEAD National Alumni Association Singapore (NAA) Secretary Role Description & Candidate Profile

Role Description

The main responsibilities of the Secretary of the INSEAD National Alumni Association (NAA) Singapore, in concert with the NAA President, NAA Vice-President, NAA Treasurer, NAA Board and ExCo and other volunteers, are to:

- Engage & Inspire alumni to build and further strengthen their relationship with INSEAD, the community and establish a life-long relevance of the INSEAD global network for the alumni;
- Co-Lead the Association together with the other office bearers. Be an effective partner to the Singapore NAA President, INSEAD, the INSEAD Alumni Association (IAA) and the INSEAD Alumni Fund (IAF);
- Build bridges, between alumni, other NAAs, with the IAA and IAF, with INSEAD and other stakeholders.
- Have a constructive and collaborative point of view, yet not be afraid to make views and contributions known;
- Specific duties for the secretary as laid out in the alumni association's constitution and required by the Singapore registry of societies include:
 - Ensuring legal documentation obligations of the society are fulfilled
 - submitting annual returns and annual audited statement of accounts to Registry of Societies
 - submitting change of management committee for change of committee before end of term to Registry of Societies
 - submitting proposed amendment for Constitution or By-laws to Registry of Societies
 - AGM planning, organising and executing
 - Taking minutes at exco meeting, circulating them for approval and filing them in centralised file management system.
 - Ensuring documentation is kept in centralised file management system
 - Ensuring code of conduct is signed by NAA Board and ExCo
 - Together with the NAA president and Vice-president, supervise the work of the Association's executive director. The secretary specifically supervises the administrative side of the role
- Inspire respect and implement the Code of Conduct of the IAA, the Singapore NAA Constitution and By-Laws, to the benefit of all Alumni and INSEAD.

Competencies & Candidate Profile

The ideal candidate has the following competencies:



- Inspirational, collaborative, compassionate Leadership: leads and inspires alumni creativity and action to strengthen the global alumni community and INSEAD and its relative competitive position. It collaborates with all stakeholders to make INSEAD better every day;
- Action orientation: ensures implementation of agreed initiatives. Defines, communicates and helps implement the best ways to achieve objectives. Contributes to the implementation of necessary changes;
- Strong organisational skills: ability to meet deadlines and produce Minutes in a timely manner for distribution and action by the NAA Board and ExCo.
- Excellent note taking, transcription, and computer literacy skills.
- Stature & Credibility: has a proven track-record at executive level, other management or board positions. Is of unquestionable authority and integrity and has no identified conflict of interests with the role and responsibilities proposed;
- Appreciation of cultural differences, and diverse point of views: has a proven track record of effectively operating in a multicultural environment;
- Excellent Communicator, builder of bridges: Communicates and deals effectively with the various constituencies (Alumni, IAA, other NAAs, Alumni Relations Office, INSEAD faculty and management, IAF, National Council, external parties etc.

Personal Characteristics

For the Secretary position, the NAA seeks a person who:

- Shows tangible evidence of a passion for INSEAD;
- INSEAD Alumnus/Alumna with credibility, based upon successful leadership experience, to co-lead and motivate a complex international volunteer organisation;
- Has sufficient professional freedom and or time and energy to contribute to INSEAD and the alumni effort;
- Should be willing to dedicate around 10 hours per month.
- Has a focus on action and results to continuously strengthen the alumni network;
- Ideally, will have had experience and/or exposure within the Alumni Association and/or a similar (volunteer) organisation;
- Has the highest aspirations for the alumni but remains modest and humble personally; and
- Should not have any business or financial interest in the affairs of the alumni organisation or the school. Especially the secretary needs to maintain the highest ethical and professional standards.