



SUCCESSION PLAN FOR Alumni INSEAD RCLG CLUB SINGAPORE

Candidate competency description and questions

In Singapore, 20 July 2020

Dear candidates,

Please express your interest by answering the list of questions below and e-mailing them to the following INSEAD National Alumni Association Singapore (NAA) Office Bearers & Clubs Lead by **16 August 2020**:

- President: Cintia Tavella MBA'07D IDP-C'20Jun - cintia.tavella@insead.edu
- Secretary + Vice-President elect: Jaz Athenia Chua TIEMBA'16Jan - jaz.chua@insead.edu
- Treasurer: Amy Xu MBA'14J - amy.xu@insead.edu
- Clubs & Groups: Julie He MBA'13D - julie.he@insead.edu

In line with the Corporate Governance guidelines for NAAs, GCs and NCs, and as aligned with the current President of RCLG club in Singapore (Michelle Sohn MBA'07J who is being relocated to NYC), the process of selection of new candidate and committee for the RCLG Club in Singapore will open up from July 2020.

Selection Process for the President & Committee of the INSEAD Alumni RCLG Club of Singapore

1. Call for Volunteers for INSEAD Alumni RCLG Club Singapore President & Committee: 20 July 2020
2. Call for Candidate Volunteers to Close & Applications to be sent to NAA Office Bearers & Clubs Lead: 16 Aug 2020
3. Candidate teams to answer the questions below: by 16 Aug 2020
4. Introduce the Candidates to Director of Alumni Relations (Austin Tomlinson); the Global RCLG Club Lead and IAA Global Clubs Lead ([Sophie Bertin](#)): by 31 Aug 2020
5. Presentation by candidate teams/individuals to NAA Executive Committee (NAA ExCo): by 31 Aug 2020
6. A Selection Committee is formed including: NAA ExCo, Global Club Lead, IAA Global Clubs Lead and Director of Alumni Relations. The selection committee will deliberate and elect the best candidate team/individuals for the role in line with the Code of Conduct requirements for best practices: by early Sept 2020
7. Selection Committee to communicate final decision of selected team/individuals to the current President and selected candidate(s): by mid Sept 2020
8. Once selected, the new President and/or Committee team will acknowledge and confirm that they will adhere to IAA Code of Conduct and NAA Constitution, By-Laws; Corporate Governance Handbook and guidelines. Candidate team to confirm in writing that they will adhere to those policies and guidelines.
9. Communication of succession to the Singapore Alumni community within 1 week from the time the candidate team has confirmed that they will adhere to the Corporate Governance documents mentioned on point 8 above. By end Sept 2020



Questions to the “Candidate Individual/Team”:

1. What would be the structure of the Candidate team and each member Roles & Responsibilities
2. How many hours per month/week does each member of the team expect to commit to support/build/grow RCLG Alumni Club in Singapore?
3. Annual Plan & Prioritization of initiatives for 2020 and beyond
 - a. What events have you planned to deliver this year/next year?
 - b. What support do you need/expect from NAA/IAA/INSEAD/Global Club?
4. What is your approach to comply with the [IAA / NAA policies, guidelines and Code of Conduct](#)?
5. Understanding of the hurdles that could hinder the success of your application/lead of the Club:
 - a. Any conflict of interests for any of the members in the Candidate Team?
 - b. Any challenges in the community that you may foresee or that could arise?
6. Any other topics you wish to raise to the Selection Committee?

Individuals / Volunteers Competencies:

The ideal candidate(s) has the following competencies:

- **Passion for RCLG:** Advocate diversity and inclusiveness in the community. Promote (INSEAD and beyond) Women in Business role models, success stories, mentoring circles via various club activities.
- **Inspirational, collaborative, compassionate Leadership:** leads and inspires alumni creativity and action to strengthen the global alumni community and INSEAD and its relative competitive position to other schools and networks. It collaborates with all stakeholders to make INSEAD better every day.
- **Action oriented:** ensures implementation of initiatives and has a bias to action and execution. Defines, communicates and helps implement the best ways to achieve objectives.
- **Stature & Credibility:** has a proven track-record and 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. Embraces and champions the value of diversity & inclusion.
- **Excellent Communicator, builder of bridges:** Communicates and deals effectively with the various stakeholder (Alumni, IAA, other NAAs, Alumni Relations Office, INSEAD faculty and management, IAF, National Council, external parties etc.).