

Alumni Groups Leadership Council Job Descriptions Chairperson/Co- Chairperson

The chairpersons of a USF Alumni Association alumni group lead their respective groups as they strive to achieve the objectives of the organization: to fulfill the mission and support the revenue goals of the USF Alumni Association.

The chairs work with the Board of Directors and Association by-laws and policies to engage alumni through regional and constituent based groupings. Depending upon the number of volunteers engaged in the leadership council, the group might develop sub-committees under each chair. If the group chooses to share positions special attention should be paid to clear communication between these individuals. Each chairperson is expected to meet the following minimum criteria:

1. Is a Life Member or current annual member of the Alumni Association;
2. Knowledgeable of the activities/affairs of the alumni group;
3. Possess good organizational skills;
4. Is skilled in collaboration and delegation;
5. Understands the mission and revenue goals of the Association;
6. Willing to commit time, energy, talent, and enthusiasm to the following position:

Job Description:

1. Provides overall leadership and direction to the alumni group;
2. Establishes short- and long- range objectives and goals in conjunction with the mission of the Alumni Association and its Board of Directors;
3. Coordinates alumni group activities through the Board of Directors;
4. Presides at meetings of the leadership council;
5. Prepares the agenda for each leadership council meeting;
6. Structures the organization to ensure continuity by providing opportunities for new leadership to develop;
7. Exercises overall financial responsibility for the alumni group;
8. Is responsible that all event revenues and invoices are submitted in compliance with University of South Florida and Alumni Association policy;
9. Approves all alumni group press releases, newsletters, electronic communications, and other publications in compliance with the Alumni Association's Director of Communications;
10. Attends, or designates another chair/leader to be present at the bi-annual Alumni Volunteer Leadership meetings in the Tampa Bay region, and reports back to the alumni group;
11. Maintains contact with the Alumni Association designated staff person about activities;
12. Submits annual reports of the activities to the Alumni Office by mid-June;
13. Insures that his or her position has a successor;
14. Acts as a liaison between the Board of Directors and the alumni group.

Alumni Groups Leadership Council Job Descriptions Vice Chairperson

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2. Knowledgeable of the activities/affairs of the alumni group;
3. Possess good organizational skills;
4. Is skilled in collaboration and delegation;
5. Understands the mission and revenue goals of the Association;
6. Willing to commit time, energy, talent, and enthusiasm to the following position:

Job Description:

1. Presides at meetings in the absence of the chairperson;
2. Coordinates programs with the chairperson and the executive committee;
3. Provides data on previous meetings to each event chair in order for the chair to benefit from past costs, attendance, promotional efforts, and suggestions for improvement;
4. Provides timely and interesting advance information for newsletters, media releases, and mailing;
5. Provides or coordinates information on forthcoming events to the secretary for inclusion in meeting notices, newsletters or electronic distribution lists;
6. Serves as liaison to other alumni groups to plan collaborative events and travels.

Alumni Groups Leadership Council Job Descriptions **Immediate Past Chairperson**

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2. Knowledgeable of the activities/affairs of the alumni group;
3. Possess good organizational skills;
4. Is skilled in collaboration and delegation;
5. Understands the mission and revenue goals of the Association;
6. Willing to commit time, energy, talent, and enthusiasm to the following position:

Job Description:

1. Presides at meetings in the absence of the Chairperson and Vice Chairperson;
2. Mentors and assists Chairperson and Vice Chairperson as needed;
3. Maintains attendance at meetings and events to provide continuity and maintain relationships with alumni established during tenure;
4. Works with membership retention and new member development.
5. Works to continue sponsor development;
6. Assists the finance committee in oversight, budget management, and membership initiatives;
7. Serves on an Alumni Association national committee, council, or board.

Alumni Groups Leadership Council Job Descriptions Secretary/Communications Chairperson

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2. Knowledgeable of the activities/affairs of the alumni group;
3. Possess good organizational skills;
4. Is skilled in collaboration and delegation;
5. Understands the mission and revenue goals of the Association;
6. Willing to commit time, energy, talent, and enthusiasm to the following position:

Job Description: (Personally accomplishes listed tasks or manages a team of volunteers to do the following):

1. Handles and maintains records of alumni group correspondence;
2. Maintains official records of meetings;
3. Informs officers of deadlines for reports, mailing, and future correspondence;
4. Coordinates mailing of notices/newsletter to area alumni;
5. Maintains a roster of officers and other board members with current address and telephone and email information;
6. Informs the Alumni Office of plans and activities by forwarding copies of all newsletter and special reports.
7. Prepares and publishes a new alumni group directory when directed by the board;
8. Receives reports of address changes in her chapter/society three times per year.
9. Informs the Alumni Office of plans and activities by forwarding copies of all newsletters and special reports.
10. Responsible for/oversees volunteer(s) who manage(s) the alumni group's newsletter and/or communication pieces;
11. Maintains or oversees the volunteer(s) who manage the web page and inCircle group;
12. Is responsible for correspondence with alumni group constituents including new-member welcomes, informational updates, event follow-up, volunteer recruitment/retention, and event invitations.

Alumni Groups Leadership Council Job Descriptions

Finance/Membership Chairperson

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6. Willing to commit time, energy, talent, and enthusiasm to the following position:

Job Description:

1. Is responsible for leading alumni group membership incentives (including training volunteers to effectively retain and recruit members through all group activities);
2. Oversees alumni group finances, collects membership dues, and receives proceeds from tickets and other monies;
3. Manages program budgets, reports and financial controls with the leadership council and staff;
4. Is responsible that all event revenues and invoices are submitted to the staff liaison in compliance with University of South Florida and Alumni Association policy;
5. Is responsible for the sales and financial receipts of Grad Packs at alumni group events with the staff liaison;
6. Submits an Annual Treasurer's report to the alumni group chairperson and the staff liaison in the Alumni Association by end of June;
7. Insures that all alumni group expenditures advance the mission of the Alumni Association.

Alumni Groups Leadership Council Job Descriptions **Corporate Relations/Networking Chairperson**

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2. Knowledgeable of the activities/affairs of the alumni group;
3. Possess good organizational skills;
4. Is skilled in collaboration and delegation;
5. Understands the mission and revenue goals of the Association;
6. Willing to commit time, energy, talent, and enthusiasm to the following position:

Job Description:

1. Plans career/networking-related programs for the alumni group;
2. Utilizes Alumni Association tools (web site, inCircle, etc.) to promote career opportunities to alumni group members and alumni;
3. Identify appropriate company contacts and develop liaisons for alumni activities to build corporate relations;
4. Surveys local alumni to determine needs/interest in career programming;
5. Works with staff to determine appropriate programs and services;
6. Collaborates with other alumni groups to maximize program effectiveness;
7. Keeps informed of on campus and community opportunities (Career Center events, Job Fairs, etc.) to improve career and corporate relations.

Alumni Groups Leadership Council Job Descriptions Program and Events Chairperson

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6. Willing to commit time, energy, talent, and enthusiasm to the following position:

Job Description:

1. Works with the Vice Chairperson to design programs which appeal to the alumni group's diverse constituency and to plan the year's calendar of events;
2. Informs appropriate alumni staff liaison of plans and activities by forwarding concept paper with proposals for coordination through the Alumni Association offices;
3. Coordinates with Secretary/Communications chair to insure proper lead time for communications to alumni promoting events and programs;
4. Oversee the planning of programs and events, including all logistics, in accordance with the checklists and other tools provided;
5. Enlists the help of other alumni volunteers, including specific event chairs, to oversee and provide key support for individual programs;
6. Survey local recent alumni to determine their needs/interest, including specific topic ideas for future programming;
7. Insures that all events incorporate the mission and membership goals of the Association;
8. Coordinates follow-up reports and After Action summaries with staff and provides documentation for future reference.

