Alumni Club Leadership Positions & Responsibilities

At the core of a successful alumni club is a group of dynamic officers who represent the University of Delaware, relish assuming the leadership responsibilities and can be relied upon to provide consistent service to the club. Enthusiastic leadership is the most important ingredient of an alumni club’s success.

Below is a list of the common board positions and their standard duties. Any and all positions can be appointed, as best fits the alumni club’s needs. The term for each position is typically a minimum of 2 years. The average time commitment per week is typically 2 hours. Additionally, all alumni club leaders are expected to attend all respective alumni club events in their area to serve as representatives of the Office of Alumni Relations and their local alumni club.

Responsibilities assigned to all Board Officers
- Promote the importance of engagement with the University and its associated rewards
- Promote attendance and support University signature events, notably Alumni Weekend and Homecoming
- Attend all in-person board meetings and board conference calls; knowing that extenuating circumstances arise and there may be events that you cannot attend
- Attend the training sessions offered by AR for the alumni club leaders (if you cannot attend, you must schedule a separate training with AR staff)
- Attend all club events; knowing that extenuating circumstances arise and there may be events that you cannot attend. Part of representing AR and your alumni club is attending the majority of events (if you are unable to fulfill this commitment, you will be asked to take a different role within the club)

President
- Administer and supervise all club affairs; provide leadership and direction to the club
- Preside at club events and board meetings to serve as the official representative of the club
- Establish short and long-range objectives and goals
- Call all club board meetings (lead meeting, set agenda, location, and schedule, etc.)
- Serve as the main contact for interested UD alumni, family and friends
- Serve as the liaison between the club, the Office of Alumni Relations and the University
- Ensure continuity between administrations by orienting new officers
- Be familiar with & encourage use of all guidelines found in the Alumni Club Handbook (under development by the Office of Alumni Relations)
- Ensure that all board members, committee members and coaches (where applicable) are recognized for their contributions to the Club.

Vice President
- Perform the duties of the President in his or her absence, serves as the secondary contact of UD constituents interested in the club
- Coordinate with the President on short and long-range objectives and goals
- Serve as the lead in networking activities
- Oversee the development of the committees and serve as liaison between the committee leadership and the club board
- Work to recruit other volunteers for the club and ensure board remains in communication with them
As an engagement opportunity, assist in reaching out to single ticket holders for ticketed events to see if they know anyone coming they want to sit with prior to seating chart being completed.

When applicable, coordinate roundtrip club transportation (bus, van, train, plane, etc.) for University signature events.

**Special Events Chair**
- Organize, plan and develop club events & programming: with support from committee or Young Alumni Chair, where applicable
  - Research and pursue speakers, venues and vendors
  - Coordinate logistics for events and ensure event runs well
  - Ensure diverse event programming
  - With Treasurer, develop event budgets
  - With Communications Chair, develop event language for marketing

**Communications Chair**
- Regularly maintain and update the club’s online social media presence
- Work with the Office of Alumni Relations to develop appropriate content for club website
- Ensure all content regarding the club is correctly posted on the Alumni Relations’ website with assistance from AR staff
- Email attendees of events before, with last minute details and as a reminder, and after the event as a thank you and opportunity to market future events
- Serve as contact for scheduling broadcast e-mails with AR staff
- Maintain notes of board meetings and forward copies of the notes to the Office of Alumni Relations
- Create flyers as needed to promote club events and programs (visit [http://www.udel.edu/oem/licensing/](http://www.udel.edu/oem/licensing/) for proper logos and usage guidelines)

**Young Alumni Chair**
- Represent the interests of all young alumni (graduates of the last decade) on the club board
- Work with Alumni Relations to develop appropriate events with young alumni in mind
- Collaborate with club’s Communications Chair to promote young alumni events
- Coordinate yearly “Welcome to the Neighborhood” & “New Student Send-off” events for recent graduates and incoming freshmen

**Treasurer**
- Oversee alumni club finances and assist board officers in preparing the yearly budget, as assigned by AR, and report to AR as needed
- Work with AR to manage funding for events
- Work in partnership with AR and other board officers to coordinate sponsorships and in-kind donations received from alumni through the alumni club
- Work in partnership with the Special Events Chair to complete funding requests from outside sources, such as the UD Alumni Association’s SAP Application

**Committee Titles & Areas of Responsibility**
Below is a list of the committees and their standard duties. Each committee typically consists of three to five members.

**Social Committee**
- Assist the Young Alumni Chair to develop and coordinate all social events for the club
- Facilitate the planning of activities for prospective and accepted students
- Support the Young Alumni Chair at each event to ensure activities proceed accordingly
**University Events Committee**

- Assist the Special Events Chair to develop and coordinate club participation at events hosted by the University of Delaware or local events which feature University staff and faculty members
- Support the Special Events Chair at each event to ensure activities proceed accordingly

**Sports Committee/Chair**

- Oversee the Club’s sports program including all teams and coaches
- Coordinate, with the Communications Chair, updates from teams re recruitment for teams, coaches, or game attendance in a timely manner
- Manage, with the Treasurer, all team budgets and financial needs
- Coordinate, with President, recognition and team’s achievements as appropriate

**Leadership Recruitment & Transition**

The best source of new club leaders is alumni who frequently attend the club’s events and help with assorted tasks (with or without being asked). These Blue Hens are usually the most willing to assume a role that formalizes and gives recognition to their involvement. Alumni engaged in other kinds of University of Delaware volunteerism (e.g., class or affinity group volunteers) may also be willing to take on a new task that benefits the University and Blue Hens in general.

Current board members should always be on the lookout for potential new volunteers, as leadership recruitment and mentorship is not a task that should be taken up only when it is time to select new officers. It is helpful to constantly promote open leadership positions (in both communications and at events) to the largest and most diverse group of alumni as possible. Also, make sure to engage newly-involved alumni. Personal contacts and networking is often very important.

If a situation arises where a current officer needs to step down without notice, current leaders shall communicate to all members that a leadership role has become available and those who are interested in becoming more involved can contact the other club leaders. In such a case, remember the importance of emphasizing the rewards of leadership and engagement with the University, not just the work that needs to be done.

Even as we emphasize the importance of bringing new people into leadership roles, it is also important to devise a rotation system that brings promising new leaders through the ranks. Past officers are also valuable sources of continuity. One proven method of utilizing their wisdom and experiences is to formalize their continued involvement through either an advisory board or specific committees.

In order to facilitate the transition process, both the outgoing and incoming officers should meet to discuss the following:

**Outgoing officers**

- Describe the duties of the office
- Biggest challenges and how to avoid them in the future
- Biggest success in this the position (role specific)
- Your goals; whether they were met and why
- Club Board’s biggest success this year and what led to this achievement

**Incoming officers**

- Questions for the outgoing officer
- Your goals for the club
- Your plan to work effectively with the other members of the club board

*Revised October 30, 2014*