



Alumni Club Volunteer Application

This application packet includes information about the University of Delaware Office of Development and Alumni Relations and its Regional Alumni Club's staff, volunteer board opportunities and descriptions, and the application.

To apply for a position as a volunteer board member, alumni must

- Complete and Submit the Volunteer Application (below), and attach a current resume
- Interview with a UD staff member and current club board members

Vision Statement

To actively engage and support future and current alumni in a lifelong relationship with the University of Delaware.

Mission Statement

The Office of Development and Alumni Relations engages donors, alumni, friends, parents, faculty, staff, and students in a lifelong relationship with UD and fosters a tradition of philanthropy to strengthen the University's legacy as one of the great public institutions of higher education in America.

Organization

The University of Delaware Regional Alumni Clubs are led by a volunteer board and supported by an Assistant Director of Regional Alumni Programs. Each Regional Alumni Club board will have a minimum of four board officer positions, consisting of a combination of: President; Vice-President; Treasurer; Giving Chair, Special Events Chair; Communications Chair and Young Alumni Chair. Addition of committee members and/or committees to help execute the Regional Alumni Club's goals will be added at the discretion of board officers and the Assistant Director responsible for the respective region.

REGIONAL ALUMNI PROGRAMS STAFF

Marianne Lazarski '92

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Assistant Director of Regional Alumni Programs,

Clubs: Atlanta, Baltimore, Kent/Sussex Counties, New Castle County, South Florida, Washington D.C.

Leslie Lundgaard

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Assistant Director of Regional Alumni Programs,

Clubs: Bay Area, Boston, Long Island, Los Angeles, New York City, Northern New Jersey, Philadelphia

Kim Greene '14

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Coordinator of Regional and Affinity Alumni Programs,

Spirit Cities: Chicago, Denver, Lancaster & York Counties, Lehigh Valley, Phoenix, Pittsburgh, Raleigh-Durham, Richmond, San Diego, Seattle

Steve Dexter

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Senior Associate Director, Regional and Affinity Alumni Programs

Spirit Cities: Dallas, Houston



Alumni Club Leadership Positions & Responsibilities

Successful alumni clubs consist of a group of dynamic officers who are excited to represent the University of Delaware, and thrive in leadership positions where their talents are used to promote the University of Delaware's mission and to engage with Blue Hen Alumni in their local communities.

Below is a list of desired board positions and their standard duties. All positions can be appointed to meet the needs of the board and typically include a 2 year term. The president's position should include an additional year as the president elect transitions into the role. At the end of a 2 year terms, the office of Development and Alumni Relations (DAR), in collaboration with the alumni club, will determine if positions are extended for an additional year. The average time commitment per week is typically 2 hours. Additionally, all alumni club leaders are expected to attend alumni club events in their area to serve as representatives of the Office of Development and Alumni Relations (DAR).

Responsibilities and expectations of all Board Officers

- Interview potential board candidates one-on-one or at events
- Track attendance at events
- Send logistical e-mails prior to an event and thank you e-mails (to include upcoming events, links, etc.) after an event
- Mail/Scan original receipts, attendance lists, business card raffle forms and walk-in slips within 5 days of an event
- Promote the importance of engagement with the University
- Attend training sessions and leadership calls offered by DAR, for the alumni club leaders (if you cannot attend, you must schedule a separate training with DAR staff)
- Attend all board meetings and club events; we understand extenuating circumstances arise and will adjust accordingly on a 1:1 basis. Regular attendance is required. Absences may result in position adjustments and/or removals
- Promote attendance and support University signature events, including Alumni Weekend and Homecoming
- Financially support the University by making an annual gift
- Support the success of the alumni club by stepping into roles/taking on additional responsibilities when necessary
- Take the lead for planning one event hosted by alumni club each year

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
- Be familiar with & encourage use of all guidelines found in the Alumni Club Handbook (under development by the Office of Development and Alumni Relations)
- Serve as the main contact for interested UD alumni, family and friends
- Call all club board meetings (lead meeting, set agenda, location, and schedule, etc.)
- Serve as the liaison between the club, the Office of Development and Alumni Relations and the University
- Ensure continuity between board member transitions by orienting new officers to the alumni club



Vice President

- Perform the duties of the President in his or her absence, serve as the secondary contact of UD constituents interested in the club
- Fulfill special tasks requested by the President
- Promote the University of Delaware to alumni in your area
- Collect paperwork including sign-up sheets, registration sheets, etc. and submit them to the appropriate club manager within 5 business days of the event
- Shadow the president with the intention of moving into their role when their term is completed
- Actively participate in sub committees (if applicable)
- Recruit new members of the alumni club and the board/committees
- Regularly attend board meetings, leadership trainings, and club events
- Promote attendance at club events
- Enforce club good standing requirements

Special Events Chair

- Organize, plan and develop club events & programming:
 - Research and pursue speakers and venues
 - Coordinate logistics for events including assigning roles and responsibilities of board members
 - Coordinate club and volunteer activities through club committees
 - Ensure a diverse offering of events to attract wide variety of alumni
- When applicable, coordinate roundtrip club transportation (bus, van, train, plane, etc.) for University signature events

Communications Chair

- Regularly maintain and update the club's online social media presence, including posting event and club information, photos from events, and replies to questions
- Ensure all content regarding the club is correctly posted on the Alumni Relations' website with assistance from Development and Alumni Relations staff
- Serve as contact for scheduling broadcast e-mails in partnership with DAR staff
- Work with the club manager to develop appropriate content for club website
- Maintain notes of meetings and forward copies of the notes to the appropriate club manager within DAR
- Create flyers as needed to promote club events and programs (visit <http://sites.udel.edu/cpa/brand-identity/licensing-trademarks/> 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 DAR staff to develop appropriate events to attract young alumni
- Collaborate with the Communications Chair to promote all events
- Coordinate networking events and promote the True Blue Hen level of giving with young alumni (giving at any level for 3 consecutive years)
- Attend yearly "Welcome to the Neighborhood" & "New Student Send-off" events for recent graduates and incoming freshmen



Treasurer

- Coordinate with the Special Events Chair, other board members, and DAR staff to create event budgets, including applying for SAP funds through the UDAA
- Work with DAR and club manager to make financial arrangements for club events
- Work in partnership with DAR and other board officers to coordinate sponsorships and in-kind donations received from alumni through the alumni club

Regional Giving Chair

- Serves as the lead giving liaison between the University of Delaware and alumni in their region
- Work to increase alumni participation by encouraging annual gifts of any size
- With staff liaison, help determine annual participation goals for the region and assist with the development and implementation of strategies to achieve those goals
- Lend signature and story to written appeals, both print and electronic
- In collaboration with DAR Staff, provide progress reports to the regional club board
- Give brief remarks at events promoting the importance of giving to UD
- Be an enthusiastic advocate for financial support of UD

Committee Member (1 year appointment)

- Regularly attend board meetings and club events when appropriate
- Assist board members in planning and implementing club events
- Assist in promoting attendance at club and university events
- Perform other duties/tasks as necessary



University of Delaware Alumni Club Volunteer Application

Name _____ Interested Position _____

Class Year _____ Major _____ Degree _____

Address _____

City _____ State _____ Zip Code _____

Cell Phone _____ Work Phone _____

Email _____

Employer & Title (if retired, please provide last employer's name & title)

Alumni Activities & your level of involvement in each (i.e. committees, event attendance, satellite associations, awards, etc.)

Other Activities, Memberships, Honors & your level of involvement in each (i.e. Community, Fraternal, Professional, etc.)

Name & Contact Information of Reference (if applicable)

Please write (or attach) a Statement of Interest indicating your reason/s for wanting to join a UD regional alumni club

I understand the responsibilities expected of me while serving as an Alumni Club or Spirit City Board Member on a University of Delaware Regional Alumni Club. I understand that if I am not meeting these expectations, I may be asked to take a different position or be asked to resign from a board position.

Print Name _____ Signature _____ Date _____

Return with Resume/CV to:
Office of Development and Alumni Relations
University of Delaware • Newark, DE 19716
Fax (302) 831-2045 • alumnet@udel.edu