



Alumni Club Leadership Positions & Responsibilities **Revised 6/7/11**

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.

Board Officer Titles & Areas of Responsibility

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.

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 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 Alumni Relations and the University
- Ensure continuity between administrations by orienting new officers

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
- Fulfill special tasks requested by the President
- Learn the President's duties in anticipation of filling that position

Special Events Chair

- Organize, plan and develop club events & programming:
 - Research and pursue speakers and venues
 - Coordinate logistics for events and ensure event runs well
 - Coordinate club and volunteer activities through club committees
 - Ensure diverse event programming
- 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
- Ensure all content regarding the club is correctly posted on the Alumni Relations' website with assistance from Alumni Relations staff
- Serve as contact for scheduling broadcast e-mails
- Work with the Office of Alumni Relations to develop appropriate content for club website

- Maintain notes of 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/ocm/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 all 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 quarterly to AR
- Work with AR to make financial arrangements 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

Responsibilities assigned to all Board Officers

- Promote the importance of engagement with the University and its associated rewards
- 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 board meetings and club events; knowing that extenuating circumstances arise and there may be events that you cannot attend, but 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)
- Promote attendance and support University signature events, notably Alumni Weekend and Homecoming

Leadership Recruitment

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 an heir apparent, it is also possible to 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.

Leadership Continuity & Transition

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