



## **Alumni Club Position Description**

This document includes information about the University of Delaware Office of Development and Alumni Relations and its Regional Alumni Clubs' staff and volunteer board descriptions.

## **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 are supported by designated Regional Alumni Programs staff at UD. 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. Additional 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 club's respective region.

## **REGIONAL ALUMNI PROGRAMS STAFF**

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**Vacant**

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Assistant Director of Regional Alumni Programs,

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## **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 term, 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 quasi 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 emails (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 requirements to keep club in good standing

### **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 philanthropic 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

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