

Position Description: Alumni Relations Chairman

Description:

This resource provides an overview of the roles and responsibilities of an Alumni Relations Chairman. The Alumni Relations Chairman serves as a liaison between the Chapter and the alumni. This description will provide a framework for all Alumni Relations Chairmen to operate across the International Fraternity.

Goals:

- To identify the roles & responsibilities of the Alumni Relations Chairman.
- To clarify what the International organization expects from chapter members serving in these positions

Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Personal Excellence

Alumni Relations Chairman

Position Description

1. Serves as the Chapter liaison to the local Alumni Association and the Chapter Advisory team.
 - a. Report back to the Chapter any needed information to ensure everyone is up-to-date and on the same page.
2. Create the Chapter newsletter and mail it out once annually to alumni of the chapter and be sure to include copies to the Editor of *The Quarterly*.
3. Work with the Recording Secretary to ensure that the Chapter has an up-to-date contact list for alumni.
 - a. Ensure that all seniors update their information prior to graduation or going alumni.
4. Work with the Social Chairman, the Vice President of Health & Safety, and the Alumni Association to plan any reunions or important anniversaries during your term.
5. Work with the Corresponding Secretary to provide consistent updates on the Chapter's success and any upcoming events to alumni.
6. Responsible for coordinating a senior ceremony at the last chapter meeting of the fall and spring semester to recognize any graduating members or members going alumni.

