BOARD MEMBER RESPONSIBILITIES

At the core of every successful alumni club or affinity group is a collection of dynamic volunteer board members who represent the University of Chicago, relish assuming leadership responsibilities, and can be relied upon to provide consistent service to the club/group. Board members should meet or exceed general volunteer expectations, are expected to be actively involved in the club/group, and should engage in decision-making regarding matters coming before the board. Enthusiastic leadership is a crucial ingredient of an alumni club’s or affinity group’s success.

The following responsibilities assigned to all board members:

- Prepare for, attend, and actively participate in all board meetings and calls and applicable committee meetings.
- Attend club/group programming frequently.
- Maintain up-to-date contact information with the board secretary.
- Respond to club/group and staff-liaison requests and correspondence in a timely matter.
- Invest philanthropically in the University of Chicago.

PRESIDENT

Club/group presidents fill a crucial role in the life of the UChicago alumni community. In consultation with Alumni Association staff, they are responsible for creating a vision for their communities to engage alumni, parents, families, and friends with the University.

They serve as ambassadors of the University in their communities, coordinating with various UChicago offices such as Admissions and Career Advancement. They recruit and lead volunteers, ensuring there is a pipeline of engaged alumni. And finally, they facilitate diverse and timely programming, working with the community to identify relevant ideas and appropriate outreach methods.

While club/group presidents are the chief advocates for the University in a region, they are encouraged, where applicable, to delegate responsibilities to board members and volunteers, promoting a clearly organized leadership structure for the regional alumni community. Club/group president responsibilities are divided into three major areas:
1. Serve as an ambassador of the University in the community
   • Serve as the primary point of contact for alumni in the region who are looking to learn more about the local UChicago community and to connect with the alumni network.
   • Serve as the primary point of contact for faculty or staff traveling to or developing programs in the region; this includes Alumni Association and development staff but may also include staff from Career Advancement, Admissions, academic divisions, or other campus offices.
   • Establish a presence through regular networking and maintain relationships with key alumni, parents, families, and friends in the region.

2. Recruit and lead club/group volunteers
   • Lead by example in extolling the values of making an annual participation gift and work with existing volunteers to ensure 100 percent giving participation.
   • In consultation with Alumni Association staff and board volunteers, develop strategic goals with short-, mid-, and long-term milestones. Goals should reflect a balance between University priorities and uniquely local interest and affinity.
   • Oversee recruitment of volunteers and (if applicable) board members, maintaining a clear pipeline of prospective volunteers to fill future openings.
   • Convene and lead board meetings.
   • Ensure all volunteers are well informed of UChicago happenings in the region.
   • Maintain consistent and clear communications with Alumni Association staff.

3. Facilitate programming that appeals to the diverse UChicago community
   • Ensure diverse and thoughtful programming of events that appeals to a wide array of alumni, including but not limited to younger alumni gatherings, family programs, career-oriented events, and division- and school-specific programming (e.g., Harris Public Policy, Humanities Division).
   • Follow Alumni Association guidelines for planning and hosting events, especially in regard to reporting attendance lists afterward.

VICE PRESIDENT
• Assist the president in furthering the goals of the club/group and act in the absence of the president.
• Foster and develop leadership among the directors.
• Build an implementation plan for the president’s strategy, especially regarding volunteer recruitment and board member training and retention.
SECRETARY

- Take minutes and maintain records of all board meetings or delegate the task to another board member in extenuating circumstances.
- File copies of board meeting minutes with the Alumni Association staff liaison.
- Work with club/group president (or staff liaison, as necessary) to handle logistics of board meetings, identifying location, generating agendas, sending announcements of upcoming board meetings, etc.
- Maintain a list of all current board members and their contact information.

PROGRAM CHAIR

- Oversee planning, implementation, and logistics for all club/group programming, delegating tasks to other volunteers and requesting support from other board members as appropriate.
- In coordination with the president, ensure that club/group programming is diverse and thoughtful, appealing to a wide array of alumni, parents, families, and friends.
- Monitor and assess existing programs to determine feasibility, quality, and return on investment.
- Ensure appropriate marketing and outreach for all events in consultation with the communications chair.
- Manage UChicago Community Online (UCCO) event pages (in applicable regions only).
  - Review, edit, and publish submitted programs.
  - Create and store tickets for events, if applicable.
  - Recruit and lead program committee, if applicable.

COMMUNICATIONS CHAIR

- Ensure that all club/group communications are clear, consistent, and timely, and are written with a tone befitting the UChicago alumni community.
- Serve as the head administrator for club’s UCCO platform, if applicable.
- Oversee marketing and communications for all club/group programming, identifying and executing communications plans tailored to maximize participation at each event.
- Maintain club’s/group’s social media platforms and participate in the Alumni Association’s UChicago Social Ambassador program.
- Recruit and lead a communications committee, if applicable.

CAREER CHAIR

- In coordination with the program chair, plan and deliver timely and engaging alumni career programming.
• Serve as the alumni career liaison to University career offices and affinity groups, connecting alumni with appropriate career staff or resources when needed.
• Promote career development and local networking opportunities in the regional alumni community.
• Recruit and lead a careers committee, if applicable.

OPTIONAL COMMITTEES AND POSITIONS
The leadership structure of each club/group is specific to the needs and interests of the local alumni community. The below committees and additional board positions have been successful for some clubs but are not required. Club/group leadership should assess the particular requirements of its local alumni community to determine whether any additional (below or otherwise) committees or board members are needed.

COMMUNICATIONS COMMITTEE
The communications committee is led by the communications chair and is responsible for publicizing club/group events, maintaining the club’s/group’s website and social media presence, and disseminating club/group communications and news. Positions within this committee may include the following:

Webmaster
• Serve as the head administrator for the club’s/group’s UCCO site and remain up to date with UCCO training.
• Solicit information and write and edit content for the website.
• Maintain the following UCCO pages:
  ▪ Featured volunteers
  ▪ Event photos/photo albums
  ▪ News articles
  ▪ Leadership
  ▪ Useful links example of what would be listed update with new bylaws, minute notes from meetings, etc.
  ▪ FAQ

Newsletter editor
• Research, write, and edit content for bimonthly club/group newsletter that highlights relevant alumni club and affinity group programming.
• Establish a schedule for consistently deploying a newsletter.

Social media manager
• Establish and implement a social media strategy and timeline.
• Maintain the club’s/group’s social media pages.
CAREERS COMMITTEE

The careers committee is led by the career chair and plans and hosts programming related to career development and professional networking. Successful members of the career committee may work in recruiting or have a wide professional network and are passionate about connecting alumni with career and networking opportunities. Position within this committee may include the following:

Program coordinators

- Assist the career chair with planning, implementation, and logistics for all committee programming, taking charge of at least one event per year.
- Encourage attendance at all programs, assisting in outreach and marketing to personal and professional networks.

GOVERNANCE COMMITTEE

The governance committee is responsible for conducting a formal review of the club’s/group’s bylaws and oversees the election process for board members. This committee is cochaired by the nominating chair and the bylaws chair.

Nominating chair

- Seek candidates for election to the board by soliciting nominations from current board members, the Alumni Association, and the general club/group membership.
- Provide a candidate-information form to each interested party.
- Determine a deadline for submission of nominations.
- Convene, set agenda, and preside over nomination meeting.
- Propose a slate of board member candidates (president, vice president(s), secretary, and treasurer) at the appropriate board meeting.

Bylaws chair

- Supervise the review of the club’s/group’s bylaws in response to any changes proposed by board members.
- Update the bylaws and file copies with the Alumni Association staff liaison.

PROGRAM COMMITTEE

The program committee is led by the program chair (or multiple program cochairs) and plans programs and events that provide intellectual engagement, philanthropic opportunities, and social or professional connections that appeal to the broad diversity of the UChicago community. Position within this committee may include the following:

Program coordinators

- Assist the program chair with planning, implementation, and logistics for all club/group programming, taking charge of at least one event per year.
Encourage attendance at all programs, assisting in outreach and marketing to personal and professional networks.

YOUNG ALUMNI COMMITTEE

The young alumni committee works with the program committee to organize programming that attracts young alumni and supports and maintains young alumni engagement with the club/group. A regional Alumni Committee will work along the Alumni Association Young Alumni Committee.

Committee chair

- Organize activities and programs to attract recent alumni (defined as having graduated from the University of Chicago in the past 10 years) to attend club/group events and to serve in volunteer leadership opportunities.
- Develop programs to engage current students when they are home on academic breaks.