

### ORGANIZATION LEADERSHIP ROSTER

Here is an outline of positions you will need to fill and a short description of some of their duties. This is not comprehensive and each position can take on more or less responsibilities. These positions do not all need to be filled. Some duties and positions can be combined if need be. Your club needs a minimum of a President and Treasurer and they must both be different people.

#### PRESIDENT

- Provides leadership and direction to the chapter
- Maintains regular contact with WVU Alumni Association Liaison
- Represents the chapter and local community of West Virginia University
- Serves as chief ambassador to West Virginia University along with their constituency and local community
- Serves as the main contact for local WVU constituents
- Convenes, sets agenda for and presides over all Board and general meetings
- Oversees Board, ensuring that proper records are maintained and archived

#### VICE-PRESIDENT

- As president-elect, shadows president to learn various aspects of position
- Presides at meetings and events where president is unable to attend
- Serves as secondary contact for WVU constituents interested in the chapter
- Can serve as committee chair, as well

#### COMMUNICATIONS CHAIR

- Coordinates development and consistency of chapter brand and message
- Submits event information and oversees email communications
- Serves as final editor for all club communications
- Records and distributes meeting minutes to Board members and CEO

#### TREASURER

- Sets up and maintains chapter bank account
- Works with WVU Fund Office to coordinate collection and disbursements
- Works with Outreach Chair to design opportunities for accepting donations
- Receives and processes receipts from admission at chapter functions
- Provides regular updates on treasury to board

#### MOUNTAINEER ADMISSION VOLUNTEER CHAIR

- Collaborates with WVU (Office of Admission)
- Serves as ambassador to local high school administrators
- Identifies and pursues opportunities for expansion of local admissions activity
- Recruits WVU volunteers to staff local college fairs
- Recruits WVU volunteers for more formal alumni admission panels and regional evening admission programs.
- Makes congratulatory phone calls to accepted students
- Coordinates annual Accepted Student reception
- Coordinates annual Student Send-off Party

### **OUTREACH CHAIR**

- Develops and steers fundraising efforts
- Serves as custodian of area constituent list
- Works with Treasurer to design donation structure
- Handles Liability forms and Insurance Procedures

### **SOCIAL CHAIR**

- Coordinates social, athletic and special events
- Assists cultural chair in the organization of cultural and speaker events
- Plans game-watching events, including tailgates when WVU teams visit your city
- Coordinates trips to attend WVU games
- Organizes intramural sports teams
- Organizes recurring events, such as happy hours at local venues
- Plans holiday parties, barbecues and other celebrations
- Liaises with local alumni chapters from other universities to spearhead joint events

### **CULTURAL/EDUCATIONAL CHAIR**

- Drives the planning of major events such as receptions with University and alumni speakers
- Organizes trips to cultural events such as theater/opera/ballet nights, wine tastings and literary readings
- Arranges book clubs, cinema clubs and topical discussions
- Conceptualizes and organizes speaker events with local guest speakers
- Liaises with the WVU Alumni Association to arrange for WVU faculty speaker visits
- Plans excursions to attractions including theatre, opera, museums and wine tours

### **MOUNTAINEER'S CARE CHAIR**

- Serves as liaison with local nonprofits and community organizations
- Liaises with the WVU Alumni Association to coordinate year-round Mountaineer Care initiatives, focusing on providing info on scholarships the Alumni Association offers (Legacy and LPEF)
- Spearheads WVU chapter participation in area community service efforts

### **PARENTS AMBASSADOR**

- Coordinates with WVU Parents Club
- Creates opportunities for local parents to be engaged in the life of the University
- Serves as a contact for local parents of current and potential WVU students
- Works with Social Chair to coordinate family-oriented events

### **STUDENT AMBASSADOR**

- Connects current students with the national network of WVU chapters
- Creates opportunities for local, current students to be engaged in the life of the University in their hometown
- Works with Social Chair to coordinate family-oriented events during winter and summer break

### **YOUNG ALUMNI REPRESENTATIVE**

- Ensures that young alumni needs and interests are met in club programming