

SAMPLE VOLUNTEER RESPONSIBILITIES

We recognize that each group is different, but some groups have found having example volunteer responsibilities to be helpful. Not all groups will have formal leadership teams and structures – these are merely ideas for consideration as you think about your group. We encourage volunteers to connect with leaders of other groups to learn what has been successful for them. Additionally, please remember that the staff in the Office of Alumni Relations is an active partner and can provide ideas and suggestions to group leaders who are considering what might work best for their respective groups.

Groups vary in structure based on size, mission and personality. For instance, regional groups sometimes vary in terms of structure compared to affinity groups and some larger groups have more structured positions to smaller groups with more organic and less formal structures. The Office of Alumni Relations encourages all group volunteer leaders to partner with their staff liaison to determine what might work best to serve the needs of the respective constituency.

President/Chair

- Fosters the success and growth of the group.
- Serves as primary contact to the Office of Alumni Relations.
- Oversees all club/group activities and delegates specific duties and responsibilities to the board and officers.
- Appoints committees and schedules regular leadership meetings.
- Presides at executive committee and general membership meetings.
- Promotes participation in club and University activities and programs.
- Works to recruit and identify new alumni volunteers as officers for the board.
- Schedules and conducts regular board meetings, including an annual meeting, when the calendar of club events for the upcoming year will be developed.
- Participates in conference calls and/or quarterly club call/meetings as scheduled.
- Maintains contact with past presidents/leaders for training and reference.

Vice President/Vice-Chair/Chair-Elect

- Performs the duties of the president in his/her absence.
- Oversees the development and coordination of events.
- Works with officers and alumni to generate event and programming ideas.
- Becomes familiar with the duties of the president and long-range plan of the club or group.
- Succeeds the president at the end of his/her term.

Treasurer/Finance Chair

- Works with the Office of Alumni Relations to determine budget allocation and proper fund usage.
- Collects and records sources of income from all events (if applicable).
- Helps determine appropriate pricing for each program or event.

Secretary/Recorder

- Maintains records and minutes of all meetings and all pertinent information related to the club/group to maintain a history of activities.
- Prepares the year-end summary.
- Circulates minutes of meetings to all officers. Communicates to board members about upcoming meetings.
- With the president, maintains contact with the staff liaison.

COMMITTEE DESCRIPTIONS

Forming committees is an excellent way to recruit more alumni to volunteer for active roles and to develop future leadership. Examples of effective committees are described below.

Marketing Committee: Responsible for maintaining and increasing participation.

- Solicits and recruits alumni who might be interested in the work of the group.
- Ensures “get involved” forms are available at events.
- Works with volunteers and staff liaison to increase participation.
- Attends events and aims to connect people to support network; gives remarks at events to encourage information sharing and volunteer opportunities.
- Provides tools/resources to all group volunteers to encourage attendance at events.

Programs Committee: Develops program ideas for events as well as oversees the implementation of special or University hosted events.

- Develops a diverse array of activities and programs to engage alumni.
- Solicits programming ideas from other alumni volunteers.
- Oversees event committees and special events.
- Works with the staff liaison to help plan and promote events.

Advisory Committee: This could be a more informal leadership structure where interested alumni connect and plan initiatives designed to meaningfully engage Rice alumni.

Community Service Committee: Organizes community service projects for alumni through which to volunteer and coordinates a local project.

- Seeks out volunteer opportunities within the local community in which the group can become involved.
- Works with committee to advertise and secure participation from members in executing community service events.
- Organizes efforts designed to “give back” to University programs.

Communications and Social Media Committee: Develops social media and web presence to best promote the club, its activities, and to attract new members.

- Maintains the club’s/group’s web pages: promote events, meetings, and programs, and maintain current and accurate content on the web pages.
- Prepares e-mails for activities through the Rice University website.
- Enhances presence on such sites as Facebook and LinkedIn.

Young Alumni and Student Committee/Young Alumni Ambassadors: Works with the programs committee to organize events that attract young alumni. Creates policies and programs that help retain young alumni involvement and cultivate long-term volunteer participation. Create programs that connect alumni to students in order to foster the next generation of volunteers.

- Organizes activities and programs to attract recent alumni (defined as having graduated from Rice in the last 11 years).
- Coordinates with the board to recruit young alumni for volunteer leadership opportunities.
- Develops programs to engage current students when they are home on academic breaks.

School Representative: Work with staff liaison and degree school alumni offices to support opportunities for school specific alumni engagement and promoting the work of the individual school to the university-wide alumni community.

- Serves as the liaison between their degree school and the club board.
- Will be available to meet and share their Rice experiences with prospective and newly admitted students from their degree school upon request.
- Actively encourages local alumni from their degree school to participate in Rice club events.
- Promotes local opportunities with faculty and fellow alumni from their degree school.