

Regional Chapter Volunteer Job Description

Volunteer Responsibilities & Expectations:

The primary role of a regional chapter volunteer is to plan events, which most often consists of selecting a format for the program, identifying a venue, preparing promotional communications, and managing logistics at the event itself. Volunteers are also responsible for articulating a vision for the chapter, determining the chapter's structure and any operating procedures, recruiting volunteers, and communicating with other chapter members and alumni regarding programming and engagement opportunities.

Most regional chapters have steering committees that range in size from 2 – 12 volunteers. Steering committee volunteers generally spend 3-4 hours per month planning & organizing activities and events and participating in committee meetings. The volunteer serving as the primary contact for planning an event will have an increased time commitment during the 2-3 weeks leading up to the implementation of the program. Volunteers are encouraged to:

- Make every effort to attend events that have been planned by their respective group, chapter, committee, etc.
- Make an annual gift--of any size--to Tufts.
- Take part in and contribute to the development of succession plans for their respective group, chapter, committee, etc.
- Work with other steering committee members to create strategic vision of the group, keeping in mind both short- and long-term goals and opportunities;
- Plan at least one alumni engagement event per year;
- Leverage personal and other Tufts networks to continually grow membership base of group;
- Maintain ongoing communication (via email is fine) with staff in Office of Alumni Relations to ensure common understanding of goals, plans, and needs;
- Rely on Office of Alumni Relations and Tufts Alumni for guidance, support, advice, and resources;
- Evaluate one-time and ongoing events to assess their impact and purpose;

- Serve as an ambassador for your group, Tufts University, and Tufts Alumni at events and outside of formal Tufts functions.
- Recruit potential successors and other members of the group's leadership.
- Submit an annual report and strategic plan to OAR each year.

Term of Service:

No term limit is in effect as most steering committees are not elected positions.

OAR Staff Will:

- Serve as an advocate for the success and well-being of individual Regional Chapters, their volunteers, and members.
- Encourage strategic thinking and planning to maximize the impact of individual groups.
- Recognize volunteers and their work through formal Tufts Alumni awards programs and through additional volunteer and other recognition opportunities.
- Provide training materials or one-on-one training, as needed.
- Schedule meetings/conference calls according to your group's availability and make certain that agendas/minutes are distributed in a timely manner.
- Oversee any and all logistics for mailings, blast emails, event calendar postings, event registration sites, etc. as it relates to the events or activities of your volunteer program.
- Provide support to your group when planning events which may include assistance with venue selection, catering, AV needs, guest speaker(s) confirmation, registration, etc.

Contacts:

For more information, please contact regionalprograms@tufts.edu.

Shared Interest Group Volunteer Job Description

Volunteer Responsibilities and Expectations:

Volunteers manage Shared Interest Groups by creating the mission and goals for the organization, recruiting steering committee members for the group, launching marketing and outreach efforts (including social media), developing the organization's structure and operating procedure, and identifying opportunities for events and outreach. Volunteers also initiate methods of ongoing communication with alumni members, non-members, and current students to ensure the vitality of the group. Steering committee members are encouraged to create special projects and opportunities that benefit their group and Tufts Alumni.

The time commitment is approximately two to four hours per month, depending on group's proposed plans for the year. Most work is done via email, with occasional conference calls. In-person meetings are rare. Volunteers are encouraged to:

- Make every effort to attend events that have been planned by their respective group, chapter, committee, etc., particularly if the event is in their region.
- Make an annual gift--of any size--to Tufts.
- Take part in and contribute to the development of succession plans for their respective group, chapter, committee, etc.
- Work with other steering committee members to create strategic vision of the group, keeping in mind both short- and long-term goals and opportunities;
- Plan at least one alumni engagement event per year anywhere in the world;
- Leverage personal and other Tufts networks to continually grow membership base of group;
- Maintain ongoing communication (via email is fine) with staff in Office of Alumni Relations to ensure common understanding of goals, plans, and needs;
- Rely on Office of Alumni Relations and Tufts Alumni for guidance, support, advice, and resources;
- Evaluate one-time and ongoing events to assess their impact and purpose;

- Wisely manage financial resources allocated by Tufts Alumni throughout the year;
- Serve as an ambassador for your group, Tufts University, and Tufts Alumni at events and outside of formal Tufts functions.
- Recruit potential successors and other members of the group's leadership.
- Submit an annual report on your group's activity to OAR and the Shared Interest Group Committee of the Alumni Council.

Term of Service:

Steering committee members typically serve a two-year term, however, most serve for two to four years.

OAR Staff Will:

- Serve as an advocate for the success and well-being of individual Shared Interest Groups, their volunteers, and members.
- Encourage strategic thinking and planning to maximize the impact of individual groups.
- Recognize volunteers and their work through formal Tufts Alumni awards programs and through additional volunteer and other recognition opportunities.
- Provide training materials or one-on-one training, as needed.
- Schedule meetings/conference calls according to your group's availability and make certain that agendas/minutes are distributed in a timely manner.
- Oversee any and all logistics for mailings, blast emails, event calendar postings, event registration sites, etc. as it relates to the events or activities of your volunteer program.
- Provide support to your group when planning events which may include assistance with venue selection, catering, AV needs, guest speaker(s) confirmation, registration, etc.

Contacts:

For more information, please contact sharedinterestgroups@tufts.edu.

Reunion Committee Volunteer Job Description

Volunteer Responsibilities & Expectations:

Plan reunion celebration and other class related-events(s) to be held every five years at Alumni Weekend (held in May). Activities include planning the menu, arranging for musical entertainment, give-a-way items and/or the class book at their reunion. Volunteers are encouraged to:

- Contact classmates to encourage their attendance at reunion.
- Work with staff liaisons to develop and create class-specific content for reunion communications, both electronic and print.
- From September to May, volunteers spend approximately 2 – 3 hours every 6 – 10 weeks planning their reunion event(s) and participating in committee meetings (in person or via conference call). More hours per month may be required for those volunteers who are working with a subcommittee and for those who serve as host/hostess at their reunion event(s).
- Make every effort to attend events that have been planned by their class reunion committee.
- Make an annual gift--of any size--to Tufts.

Term of Service:

Volunteers serve a one year term during their reunion year (from approx. early Fall to late Spring). Many volunteers choose to participate on their reunion committees for several reunion cycles (every five years).

OAR Staff Will:

- Schedule meetings/conference calls according to your group's availability and make certain that agendas/minutes are distributed in a timely manner.
- Oversee any and all logistics for mailings, blast emails, calendar postings, event registration sites, etc. as it relates to your reunion event and activities.
- Provide support to your class reunion committee when planning your reunion event and

activities which may include assistance with venue selection, catering, musical entertainment, give-a-way items, lay-out/printing of class reunion books, etc.

A complete Reunion Volunteer Guide is available upon request by contacting one of the staff members listed below.

Contacts:

For more information, please contact Julie O'Connor (Julie.O_Connor@tufts.edu) or Tom Williams, A92 (Thomas.williams@tufts.edu) in the Office of Alumni Relations.

Alumni Council Committee Volunteer Job Description

Volunteer Responsibilities & Expectations:

There are three primary types of Alumni Council volunteers.

Term Members are elected by their fellow alumni. They are expected to meet the following basic requirements of membership: (a) Financial support to the University and to the Alumni Council during each year of membership; and (b) Active annual service to the University through an Alumni Council committee and/or active service to a recognized alumni organization including, but not limited to, a regional Tufts Alumni chapter, a fundraising campaign, a class reunion committee, or the Tufts Alumni Admissions Program (TAAP).¹ In addition, Term Members are expected to attend (in person or via teleconferencing equipment) at least one Alumni Council meeting each year.

Associate Members: Alumni constituencies may appoint individuals to serve as Associate Members of the Alumni Council for a period of one year commencing on July 1. During their term of office, Associate Members shall have the same voting rights and duties as Term Members.

Transitional Members: Beginning in 2000 and annually thereafter, four members from the most recent graduating class will be elected by their class to a five-year term on the Alumni Council with the designation of Transitional Members. They have the same voting rights and duties as Term Members.

Executive committee members spend approximately two hours per month participating in meetings, plus 2-3 hours per month outside of meetings depending on assignments. Members of standing committees generally spend 2-3 hours every other month participating in meetings, plus they may also spend 1-2 hours per month outside of meetings depending on assignments.

- Volunteers are expected to make every effort to attend meetings and events that have been planned by their respective group, chapter, committee, etc.
- As alumni leaders, volunteers set an example and are expected to make an annual gift--of any size--to Tufts and to the Alumni Council Fund (formerly known as the Loyalty Fund).
- Appointed leaders within the Council (such as committee chairs) are expected to take part in and contribute to the development of succession plans for their respective groups,

¹ For a full listing of Alumni Council committees, please see page 54.

chapters, committees, etc.

Term of Service:

Executive committee members serve one year terms, except for the President and Treasurer who serve two year terms each. Standing committee members serve one year terms. Chairs and vice chairs of the standing committees are appointed by the President and terms may vary.

OAR Staff Will:

- Provide training materials or one-on-one training, as needed.
- Schedule meetings/conference calls according to your group's availability and the will make certain that agendas/minutes are distributed in a timely manner.
- Oversee any and all logistics for mailings, blast emails, event calendar postings, event registration sites, etc. as it relates to the events or activities of your volunteer program.
- Provide support to your group when planning events which may include assistance with venue selection, catering, AV needs, guest speaker(s) confirmation, registration, etc.

Contacts:

For more information, please contact Mini Jaikumar, AG97 (Mini.Jaikumar@tufts.edu) or Julie O'Connor (Julie.O.Connor@tufts.edu) in the Office of Alumni Relations.