



## CHRISTOPHER NEWPORT ALUMNI SOCIETY CHAPTER OFFICER AND BOARD MEMBER DESCRIPTIONS

### **President**

1. Serve as Chief Executive Officer of the Chapter.
2. Preside at all meetings of the Chapter.
3. Ensure that regular board meetings are held, with an annual business meeting. Lead the board meetings, including creating and running the agenda.
4. Serve as the Chapter Liaison, to the Christopher Newport Alumni Society Board of Directors and the University's Office of Alumni Relations. Report out for the ASB at one for their four annual meetings.
5. Partner with VP of Captains – Engagement to establish timelines and processes regarding the governance and elections process.
6. Serve as spokesperson for the Chapter.
7. Provide updates on Chapter for publication in University publications.
8. Monitor Chapter email account activity and respond to emails to that account accordingly.
9. Speak at the Holiday Party.
10. Delegate and oversee all Chapter happenings, ensure board members are completing their assigned tasks; NOT get into the weeds of the small details.

### **VP of Captains – Engagement**

1. Seeks to engage members of the regional or affinity group through effective communication on social media and by acting as a liaison to Chapter Leadership, the Alumni Society Board of Directors, and the Office of Alumni Relations.
2. Works to increase interest and applications to the general Board for the Chapter, marketing leadership opportunities to Chapter members and hosting Board Interest Meetings and / or one-on-one interest meet ups throughout the year.

3. Oversee Chapter Governance and Nominations Process, for Officer and Board Member Elections.
4. Collect information from attendees at events. Communicates regularly with event attendees' post-event to encourage further engagement.
5. Helps to identify social happenings, awards, et cetera of alumni within the chapter to be promoted on social media and to be shared with the Office of Alumni Relations.
6. Communicate to new board members about what each committee does and get the new members onto a committee.
7. Maintain and update the Chapter's Information Sheet (1 Pager) which will be available and distributed at chapter events.
8. Help with the social media "Captain's Spot Light."

### **VP of Captains - Special Events**

1. Plan and implement social events throughout the year to engage diverse alumni in a variety of ways - including, but not limited to, social hours, sporting events, service and fundraising events (in coordination with VP Commitment.)
2. Put together Calendar of Events for the year, preferably with all events scheduled 6 months in advance of the event date.
3. Coordinate with Office of Alumni Relations to generate graphics, marketing materials, mass email / communications schedule, and registration portals for each event (providing at least 60 days' notice of the event date of graphic and print materials needed.)
4. Promote events via social media Facebook and encourage board members to do the same through personal outreach effort. Posting on Facebook after the event.
5. Takes a picture of everyone who attends an event.
6. Create and distribute the next events information at a current event. Work with Office of Alumni Relations on this.
7. Communicates regularly with event attendees' pre-event to encourage further engagement.

### **VP of Commitment**

1. Plan and implement a CNU Day Captains and Cocktails Event (regional chapters) or virtual CNU Day fundraising campaign (affinity chapters).
2. Holiday Party Promotion and Fundraising - Encourage members to attend (impacting funds raised.)

3. Assist the President with ensuring the Board reaches 100% financial giving; champion board giving.
4. Plan and implement a Service Event, either with a non-profit community partner or University-affiliated group.
5. Assist in reaching the 100% financial giving goals established by each Chapter Board.
6. Create financial goals for CNU Day and Signature Event; report out on this data and ensure our goals align with the budget.
7. Promote events via social media Twitter and encourage board members to do the same through personal outreach effort.
8. Handled letters to sponsors for events.
9. Call local Alumni throughout the year to promote board growth (work with VP of Captains Engagement on this.)
10. Use LinkedIn to periodically check on alumni in the region and reach out to them to promote board growth.

### **VP Careers**

1. Plan and implement Career and Networking Events in concert with the Alumni Society Board of Directors, Office of Alumni Relations, and the Center for Career Planning.
2. Work with the Office of Alumni Relations and Center for Career Planning to support the Student Externship (On-site Alumni Job Shadow) Program (December / January) in your region.
3. Highlight career advancements, educational accomplishments, awards, job postings, employer features, etc. of Chapter members and their employers through social media accounts on a regular basis.
4. Support and recognize the advancement of careers for your regional alumni.

### **Secretary**

1. Take minutes of all meetings of the Executive Committee, Chapter, and any special meetings that may be deemed necessary.
2. Maintain an official record of the minutes of all meetings of the Executive Committee, Chapter, regular meetings of the Society and any special meetings that may be deemed necessary.
3. Prepare and forward notices to the membership concerning regular and special meetings or any other communications necessary.

4. Send meeting reminders to the Board a week prior to each regularly scheduled meeting; to include the agenda and update according to modifications from the board prior to the meeting.
5. Distribute the minutes of a previous meeting no later than two days after the meeting, highlighting Action Items and including all details for the next three chapter happenings.
6. Maintain quorum and identify voting and non-voting members.
7. Maintain a current list of all board members and share with the Alumni Society Board of Directors and the Office of Alumni Relations.
8. Maintain and update contact information for all board members.
9. Maintain and update the password for the chapter email account.
10. Order name tags for new board members.
11. Keep attendance log of board members for all events and board meetings and semiannually report this to the chapter President.
12. Obtain chapter thank-you notes from Office of Alumni relations and get board members to sign. Give these completed cards to VP of Commitment to use for sponsor thank-you.
13. Work with all VPs on committee meeting calendars and other special chapter meetings.

### **Treasurer**

1. Under the direction of the Executive Committee, report on the collection and distribution of all funds of the Chapter.
2. Have accountability for all properties of the Chapter.
3. Prepare financial reports for each regular meeting; including event reconciliation post event to report out on at next board meeting.
4. Make available any records pertaining to this office as requested for inspection by any alumnus/a.
5. Complete disbursement forms, reimbursement forms, gift in-kind forms, etc.
6. Maintain knowledge and ensure awareness of tax exempt status.
7. Work with the Treasurer of the Alumni Society Board of Directors on any reports he/she may need and serve on his/her committee.
8. Establish Chapter events budget goals.

### **Board Member At-Large**

1. Serve on at least one committee - Captains Events, Captains Engagement, Commitment, Careers.

2. Regularly attend board meetings, minimum expectation is to attend 3 of 6 annual board meetings, either in person or by virtual participation.
3. Regularly attend events - minimum expectation is to attend 2-3 events in-person as a board member, in addition to meetings, committee meetings, etc. Most chapters host 5-6 events per year.
4. Promote and support chapter efforts through regular marketing of chapter events.
5. Assist in reaching the 100% financial giving goals established by each Chapter Board.
6. Let Secretary know if any contact information changes as soon as possible.
7. Hold on to name tag and wear it at events. If the first name tag is misplaced it is the board members financial responsibility to replace it.
8. Help grow the board! At events talk to new people and engage them. If they're interested in joining the board and reach out to you about it; put them in touch with the VP of Engagement.

**LAST UPDATE: 7/22/19**