

Network Leadership Roles and Responsibilities

Three active leadership positions are necessary to form the basis of a York University Alumni Network. The titles and responsibilities are described below; this list is not exhaustive, and the duties of the positions are flexible based on the needs of the leadership team. Contact the Alumni Volunteer Coordinator for more information.

Chair

Role: To provide leadership and direction to volunteers and programs designed to facilitate engagement opportunities between alumni, current students and faculty.

- Acts as the main point of contact for the Office of Alumni Engagement (OAE) and one of three main points of contact for external constituents
- Submits an annual plan to the OAE at the beginning of the fiscal year or annual cycle.
- Assumes responsibility for the scheduling (and follow-up) of each activity or project the Network undertakes
- With input from the leadership team, sets agenda and presides over all meetings
- Working with the leadership team, compiles and submits an annual report on the group's activities.
- Works carefully with his/her successor to discuss duties, responsibilities and any pending business, to provide continuity.
- Works to increase membership and participation

Vice Chair

Role: To serve in the leadership capacity in absence of the Network Chair. To maintain Network correspondence and minutes and/or implementing strategies to recruit and maintain Network membership

- Maintains the Network's records and rosters
- Forwards roster changes and updates to the OAE
- Is responsible for gathering minutes and recording pertinent information from the Network and forwarding required pre and post event reports to the OAE in a timely manner
- Acts as one of three main points of contact for external constituents
 - Performs the regular on-going duties of Membership coordinator if not a separate volunteer position filled on the Network board.
- Prepares to assume duties of Chair

Secretary/Treasurer

- Maintains financial records for the Network
- Works with the Network's leadership committee to schedule and submit event or activity dates and details to the OAE in order to ensure the appropriate event promotion and support
- Provides the OAE with financial receipting and reports as required
- Acts as one of three main points of contact for external constituents

Optional positions:

Membership

Role: To develop and implement strategies to increase the participation and engagement of alumni as members of the Network.

- Organizes events to help raise membership percentage within the Network's area annually.
- Encourages all group and leadership members to recruit at least five new members annually by personal phone calls or email and/or accompanying potential new members to events.

Events and programs

Role: To develop and implement a broad range of events and programs to appeal to a diverse alumni audience that supports the Network's goals.

- Generates new event and program ideas to engage alumni.
- Brings these ideas to the leadership team along with an implementation plan, venue information, contact person, estimated cost, etc.
- Works with the venue and other members of the leadership team to coordinate and host the event

Communications

Role: Promoting the Network, events and disseminating news through email, the web and social media channels. Identifying and developing content for these communication channels to promote the Network to its members, alumni, students and the University community at large.

- Coordinates group email blasts and if necessary supplies information to the Office of Alumni Engagement on specified timeline.
- Maintains the social networking pages.
- Maintains contact and event attendee lists and coordinates all address information and changes with the Alumni Association.
- Submits the post event or activity report, including photos that can be used in alumni publications.
- Coordinates, with the Chair, the agenda of all meetings and keeps minutes of all team meetings.