

Campus Chapters Volunteer Job Descriptions

Clear job descriptions help volunteers understand expectations, promote good relations within the campus chapter and help new members take ownership of their role.

Below are some standard job descriptions that can serve as a guideline. Titles and duties may be modified as necessary. Most terms will be one to two years, with a requirement that no one individual should hold the same title for more than two terms in a row. We recommend you revise and discuss the particular duties of each role as a group so there is a common understanding.

Executive Committee

The executive committee will provide the direction and make decisions on the work of the chapter. All alumni within the membership are eligible to serve on any role on the executive committee, but those alumni with the most interest or perhaps with a specific skill set should be recruited. The executive committee should meet at minimum once per year — between three and six times per year is the norm.

Some chapters have an executive committee and standing or ad hoc committees. The standing or ad hoc committees serve as sub-committees of the Executive, and usually are formed around a specific piece of work, such as communications or events. Not all members of the sub-committees necessarily serve on the executive, although at least one should.

Campus Chapters are a little different from other community serving organizations in that they do not have the same requirements under the Societies Act of Alberta around some governance and legal issues. For example, chapters are not required to hold an Annual General Meeting (though some chapters do), and many of the financial liabilities are assumed by the University who holds the Chapters' funds.

Executive Committee Volunteers

General requirements may include:

- Commitment to the work of the chapter.
- Knowledge, skills or passion in one or more areas of governance: policy, finance, programs, fundraising, community building, or advocacy.
- Willingness to serve on sub-committees.
- Attendance at regular executive committee meetings and of any assigned sub-committees
- Support of events.

Your executive committee could include a variety of roles:

- President or Chairperson (required role)
- President or Chairperson Elect (required role)
- Secretary
- Treasurer
- Events Chair

- Communications Chair
- Fundraising Chair
- Student Representative
- Faculty Representative
- Profession Representative
- External Liaison
- Membership or Recruitment Chair

These are just examples of possible roles within your organization – you will need to determine what roles are needed based on the work your group plans to undertake.

Campus Chapter Program Staff Member

A staff member can serve as a non-voting member of your board, and will be your liaison to the resources that the Alumni Association offers you. You are required to connect with the staff member when you hold events or activities, and they can offer you assistance in many areas of event management, board management, and financial management.

Job Description Worksheet

Following are some common positions and the general descriptions of what each might do. Choose the applicable functions and add any other functions that you decide should be part of that executive committee position in order to create a full job description.

Chapters are required to have at minimum the President/Chairperson and the President/Chairperson elect positions filled in order to remain in good standing.

President/Chairperson

Uses their leadership skills and communication skills to work with the team on the chapter's executive committee.

- Calls meetings by choosing appropriate meeting dates, liaising with the Campus Chapters program staff member to book meeting space, and communicates meeting dates with the volunteers of the executive committee
- Chairs meetings of the executive committee
- Creates the agenda, with input from others
- Provides leadership and direction at meetings and for chapter activities
- Serves as the contact person with the Alumni Association
- Encourages executive committee volunteers to participate in meetings and activities
- Keeps the discussion on topic by summarizing issues
- Keeps the activities focused on the chapter's mission
- Evaluates the effectiveness of the executive committee's decision-making process
- Provides orientation to new volunteers on the executive committee
- Makes sure there is a process to evaluate the effectiveness of executive committee volunteers, using measurable criteria
- _____
- _____
- _____
- _____

How long is the President/Chairperson's term? _

What is the maximum number of terms they may serve? _

Date of review: _

Date of next review: _

Past President/Chairperson

Uses their knowledge of the chapter's mission and vision to help promote the chapter to new members and new executive committee volunteers.

- Provides advice and counsel to the president as needed
- Oversees the recruitment of new volunteers
- Assists with onboarding new volunteers
- _____
- _____
- _____
- _____

How long is the Past President/Chairperson's term? _

Date of review: _

Date of next review: _

President or Chair Elect

Uses observation skills to learn the business of the chapter, and uses their strategic planning skills to help plan the future work of the chapter.

- Serves as backup to the president and provides assistance to the president
- Will succeed the president after their term
- _____
- _____
- _____
- _____

How long is the President/Chairperson Elect's term?

Date of review: _

Date of next review: _

Secretary

Uses their organizational skills to help keep the executive committee on track. Note: some chapters rotate this position for each meeting, and some combine this role with the treasurer role.

- Keeps accurate minutes of all meetings
- Ensures the minutes are forwarded to the Campus Chapters program staff member and distributed to the executive committee
- Tracks unresolved issues from past meetings to carry forward on the agenda for the next meeting
- _____
- _____
- _____
- _____

How long is the Secretary's term? _

What is the maximum number of terms they may serve? _

Date of review: _

Date of next review: _

Treasurer

Uses their organizational skills and forecasting skills to help the chapter to manage its finances.

- Reviews the financial statements supplied by the Alumni Association and reports to the chapter on the financial situation
- Creates a budget for events and tracks expenditures
- Liaises with a Campus Chapters program staff member to request financial payments or deposits to the account
- Manages donor acknowledgements
- Tracks requests for funding to the Alumni Association, Faculty, Department, and sponsors
- _____
- _____
- _____
- _____

How long is the Treasurer's term? _

What is the maximum number of terms they may serve? _

Date of review: _

Date of next review: _

Communications Chair

The Communications Chairperson thinks about the public presence of the chapter and how the chapter's membership receives information, and uses their creativity and writing skills to manage the chapter's communications.

- Manages the Chapter's social media presence
 - Follows the University's policies and procedures on social media
 - Maintains a professional, appropriate and welcoming online presence
 - Creates posts on Facebook, Twitter
 - Creates events on Facebook
 - Posts event photos
 - Follows appropriate Facebook pages
 - Reports back to the chapter on notable exchanges
- Assists in creating event invitations
- Promotes and markets events and the chapter in general
- May manage newsletters and updates to the chapter membership
- _____
- _____
- _____
- _____

How long is the Communications Chairperson's term? _

What is the maximum number of terms they may serve? _

Date of review: _

Date of next review: _

Events Chair

The Events Chairperson uses their creativity and attention to details in order to help the chapter to have engaging and relevant events. They think through the event from the participants' point of view and helps to ensure they have a great experience.

- Incorporates the ideas of the executive committee into events
- Connects with guest speakers
- Plans jobs for volunteers
- Manages the details of events
- Manages the invitation and registration request process
- Liaises with the Campus Chapters program staff member
- Works with the Communications Chair to promote the event
- _____
- _____
- _____
- _____

How long is the Events Chair's term? _

What is the maximum number of terms they may serve? _

Date of review: _

Date of next review: _

Student Representative

The Student Representative uses their communications skills to connect the student experience with the alumni group. They report to the chapter on the current issues and interests of the student group or general student body, and they report to the student group on the work of the chapter.

- Provides regular updates to the chapter on the work of the student group
- Seeks to find roles for the chapter in the work of the student group
- Seeks to find roles for students in the work and events of the chapter
- Looks for commonalities and ways for the alumni and students to connect
- _____
- _____

How long is the Student Representative's term? _

What is the maximum number of terms they may serve? _

Date of review: _

Date of next review: _

Faculty Representative

The Faculty Representative uses their communications skills and knowledge to connect the chapter with the faculty. They report to the chapter on the current issues and interests of the dean and the faculty, and they report to the dean and any other parties on the work of the chapter.

- Provides regular updates to the chapter on the current faculty priorities, strategic direction, and key research initiatives
- Seeks to find roles for alumni and the chapter to play in the work of the faculty
- Seeks to find ways to connect the dean, researchers and other faculty stakeholders with the work of the chapter
- _____
- _____

How long is the Faculty Representative's term? _

What is the maximum number of terms they may serve? _

Date of review: _

Date of next review: _