



COMMON BOARD POSITION DESCRIPTIONS

REGIONAL ALUMNI CLUB TOOLKIT

These descriptions are not all-encompassing and may vary depending on your regional club's size and capacity. Only the positions outlined in the regional club board document are required.

PRESIDENT

- + Prepare agendas for and preside over regional club board meetings. May work with the VP of Communication.
- + Maintain minimum board positions outlined in the tiered structure and work with the Office of Philanthropy + Engagement to fill vacancies.
- + Ensure club leadership holds a minimum of two meetings each year.
- + Communicate regularly with the Office of Philanthropy + Engagement, providing updates and meeting minutes, and requesting guidance as needed.
- + Serve as a representative of Wofford College and a resource for current or incoming students and alumni in the area.

VP OF PROGRAMMING

- + In the absence of the President, assume the duties of the President.
- + Plan fun, enriching activities for members to be reviewed and approved by the Office of Philanthropy + Engagement at least six weeks before the event.
- + Promote event attendance by inviting members and partnering with the VP of Communication and/or Social Media Chair to promote events on social media and through email.
- + Manage committee chairs and oversee the planning of their programs and activities, if applicable.

VP OF COMMUNICATION

- + Be responsible for the coordination and content of the club's internal and external communications. This may include club newsletters and social media.
- + In the absence of the President and VP of Programming, assume the duties of the President.
- + Take minutes at club board meetings and send to the Office of Philanthropy + Engagement.
- + Notify the Office of Philanthropy + Engagement of any elections, bylaw updates, etc.
- + Take pictures during events and make sure they follow the Wofford College **Social Media Policy**.
- + Track event attendance and report it to the Office of Philanthropy + Engagement.
- + Promote updating class/city notes.

- + Keep alumni contact information and mailing lists confidential and used for alumni purposes only.
- + Adhere to Wofford marketing guidelines in all permitted uses of the college's name, logo and other trademarks.

VP OF FINANCE

- + Collect dues throughout the year, if applicable.
- + Work with the VP of Communication to determine and communicate any fees for events/programs.
- + Create an annual budget and maintain financial records. Receipts must be preserved for seven years.
- + Request reimbursement for chapter officers and members when approved chapter funds are spent.
- + Work with the Office of Philanthropy + Engagement to maintain accurate records for the club's restricted fund.

YOUNG ALUMNI CHAIR

- + Connect with GOLD (Graduates of the Last Decade) alumni to introduce them to the club, welcome them to the area and invite them to events.
- + Plan an event targeting GOLD alumni.

SOCIAL MEDIA CHAIR

- + Support the VP of Communication.
- + Take pictures during events and make sure they follow the Wofford College **Social Media Policy**.
- + Help promote regional club events through social media.
- + Create imaging/promotional materials for all club-led events.
- + Adhere to Wofford marketing guidelines in all permitted uses of the college's name, logo and other trademarks.