



REGIONAL CLUB BOARD GUIDELINES

REGIONAL ALUMNI CLUB TOOLKIT

The size of your regional club's leadership team depends on your club's tier. The Office of Philanthropy + Engagement determines tiers. No matter what size volunteer group you have, we ask that you identify a president to act as the club's main point of contact. The goal of club leadership is to ensure that responsibilities are shared. Regional club positions may be appointed by the Office of Philanthropy + Engagement with advice from the regional club leaders or members.

- + The required club board members are based on the tier of the club. (See chart below.)
- + Additional board members and committees may be added as needed. These may include a young alumni committee, events chair, social media committee, etc.
- + Regional club leadership will serve terms that coincide with the academic calendar (August-July). If a vacancy occurs, the Office of Philanthropy + Engagement or the regional club may appoint a replacement with the advice of club leaders.
- + Regional club leadership should make every effort to attend an all-club leadership meeting in the spring hosted by the Office of Philanthropy + Engagement.
- + Regional club leadership must hold and attend at least two regional club leadership meetings throughout the year.

MINIMUM REQUIRED POSITIONS BASED ON TIER

TIER I	TIER II	TIER III
President	President	President
VP Programming	VP Programming	
VP Communication	VP Communication	
VP Finance		

ALUMNI ASSOCIATION BOARD REPRESENTATIVE

Most regional clubs will have at least one representative on the **Alumni Association Board**. This individual will serve as a liaison between the college and the club. This person may, but is not required to, serve in a leadership role within the regional club. They will make every effort to attend regional club events and assist with event promotion.