

## **Regional Alumni Networks: Regional Volunteer**

### **Mission Statement**

The Office of Alumni Relations (OAR) leads the university's efforts to strengthen and promote an invested alumni community that inspires lifelong loyalty and advances GW.

### **Volunteer Position Summary & Purpose**

Engaged alumni volunteers are a key component of a successful regional alumni network. The regional alumni networks are led by alumni volunteers who wish to reconnect with GW and with fellow alumni in their geographic area. In an effort to establish validity, consistency, and effective connections, we expect regional volunteers to:

- Understand and embrace the mission and values of the university and OAR
- Positively represent and promote the university in the region.
- Facilitate engagement between alumni and the university through volunteer-led outreach, communications, and events.
- Ensure that the regional alumni network events are accessible to all area alumni.

### **Major Duties & Responsibilities**

- Serve as the primary university ambassador(s) on behalf of the region
- Develop action plans and events appropriate to your region in support of OAR's and the university's strategies
- Increase participation through personal (phone or email) outreach to local alumni
- Recruit alumni volunteers through events and personal outreach
- Utilize email and social media to increase awareness of the regional alumni network and its activities
- Lead and coordinate all aspects of planning and executing regional events in a given fiscal year.
- Promote the philanthropic efforts of the university at events, including asking alumni to make an annual gift to GW
- Regional alumni networks with five or more volunteers will operate as a committee with a chair or co-chairs. Chairs/co-chairs have the additional



## Office of Alumni Relations

responsibility of serving as the primary liaison between the network, the committee, and OAR

*For more information on the roles and opportunities within the areas listed above please contact your respective OAR staff liaison.*

### **Required Skills & Competencies**

- **Communicator** - Uses verbal and written communication to gather information and deliver key messages.
- **Planner/Organizer** - Plans, organizes, and prioritizes work to meet established deadlines and standards.
- **Team Player** – Establishes and maintains effective working relationships with fellow committee members, working cooperatively to accomplish shared goals and objectives. Values the diversity of others and their perspectives.

### **Desired Attributes**

- Detail-oriented
- Strong interpersonal skills
- Actively engaged

### **Skills & Competencies to be Acquired**

- **Relationship Builder** - Builds and actively maintains working relationships and/or networks of contacts to further the organization's goals.
- **Strategic Thinker** - Develops and inspires commitment to a vision of success; supports, promotes and ensures alignment with the organization's vision and values.

### **Expectations & Reporting**

- Communicate regularly with an OAR staff liaison.
- Hold regular planning meetings to review the status of regional alumni network priorities and upcoming events.
- Adhere to event and marketing deadlines and timelines as directed by OAR.

### **Training**

- An initial conversation with OAR staff about Regional Alumni Networks, this position description, and volunteer opportunities in your specific region.
- Additional training opportunities may exist throughout the course of the volunteer period.
- Regional Alumni Network toolkits and information will be distributed to all volunteers.



### **Time Commitment**

- Serve a one-year term that will be re-assessed at the end of each fiscal year (July 1 - June 30).
- Attend meetings, calls, and events scheduled by the network
- Volunteers will spend approximately two (2) hours per month and chairs/co-chairs will spend approximately four to six (4-6) hours per month on network activities.
- Time commitments may vary due to needs and nature of event planning and staffing during the year as well as the size of the network.

### **Annual Philanthropic Obligation**

- Make an annual gift to GW at a level of individual comfort.

### **Staff Partnership**

- Volunteers are assigned an OAR staff liaison who will serve as their primary point of contact.
- The OAR staff liaison provides guidance and support to network volunteers pertaining to committee management, event management processes and procedures, budget management, marketing and communications, and data and recordkeeping.

### **Benefits**

The creation of a regional alumni network and serving as a regional volunteer allows for ongoing opportunities for alumni to share experiences and traditions, and to reconnect with their alma mater.

### **OAR Staff Contacts:**

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