

Industry Leadership Council: Member

Mission Statement

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

Volunteer Position Summary & Purpose

- A member of the Industry Leadership Council (ILC) for an Alumni Industry Network will actively engage with, and advise, the staff of the Office of Alumni Relations (OAR) in the creation and execution of industry-based programs, both in-person and on-line, around the globe.
- A member of an ILC will take an active role in all facets of industry-based programming that strengthens and promotes an invested alumni community.
- Each ILC is composed of 6-8 industry professionals.

Major Duties & Responsibilities

- Advise the OAR in the strategic creation and execution of industry-based programming, both in-person and on-line, to engage alumni at all professional levels and in geographic regions around the globe.
- Assist in the planning of in-person industry-based programming by completing essential tasks including, but not limited to:
 - Recommending ideas for programs, events, or speakers.
 - Determining dates, times, locations for events.
 - Selecting a food and drink menu, if applicable.
 - Staffing events.
 - Making sure the event is within the parameters of the Industry Network budget; and
 - Sharing contracts, paperwork, and/or terms of agreement so they can be signed by OAR staff liaison.
- Serve as ambassadors for industry-based programming in interactions with other GW alumni networks to increase awareness of the Industry Network.
- Promote industry-based programming via social media, *LinkedIn*, and other designated platforms to increase alumni awareness and participation.
- Facilitate dialogue and networking and share/create relevant industry-related content with alumni from around the globe via an industry-specific *LinkedIn* group.



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- Support OAR staff liaison's efforts in collaborating with regional alumni network leaders, school alumni officers, and other key stakeholders in the creation, promotion, and execution of industry-based programming.
- Be knowledgeable about the impact of philanthropy at GW.
- Promote philanthropic efforts at Council meetings and industry-based programs and events.

Skills & Competencies to be Acquired

- Interpersonal skills
- Project management experience
- Event planning experience
- Volunteer board experience

Training

- Training opportunities may exist throughout the course of the volunteer period.

Expectations

- Attend (if available) and participate in any scheduled meetings/calls with the ILC and/or your OAR staff liaison. Meetings will be held virtually via Google Hangout/phone and may occasionally be held in-person with the option of participating virtually. These meetings will all be facilitated by the ILC chairperson and/or the OAR staff liaison.
- Assist in planning and promoting industry-based programming, including staffing the event.
- Attend in-person industry-based programming taking place in the region in which they reside and participate in virtual programming that is specific to their industry.
- Actively communicate with fellow ILC members and the OAR staff liaison.
- Represent the university and Network in a professional manner.

Terms of Office & Time Commitment

- Members of an Industry Leadership Council (ILC) are expected to serve a two-year term and may be assessed for renewal by the OAR at the conclusion of the second fiscal year.
- Volunteers may serve on an ILC for no more than four (4) fiscal years.
- **Members of an ILC may also serve concurrently as the chairperson of the ILC for a two-year term. An ILC chairperson is selected in coordination with the staff of the Office of Alumni Relations.*



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- Members of an ILC are expected to attend (if available) and participate in any scheduled meetings/calls with the ILC and/or your OAR staff liaison. These meetings/calls range between 30 and 90 minutes and average about 2 meetings in person/year and 2 phone calls/year.
- If a member is an event lead, there may be additional time spent planning the event and communicating with the OAR staff liaison leading up to the event.
- ILC members may complete most volunteer tasks at their leisure within the deadlines determined by the ILC and the OAR.
- In the best interest of the success of the Network, any ILC member who does not meet the expectations and fulfill the requirements of membership will be deemed to have resigned at the discretion of the OAR staff liaison.

Annual Philanthropic Obligation

- Members of an Industry Leadership Council (ILC) are required to make an annual gift to GW each fiscal year, with a goal of giving at the Luther Rice Society level, which has a sliding scale depending on when one graduated from GW. Annual gifts to GW may be made at one time or by paying in monthly installments. The GW fiscal year runs July 1 – June 30. Gifts may be designated to any office, program, or fund of the donor's discretion.
 - \$250 (Luther Rice Society: 1-5 Years Post-Graduation)
 - \$500 (Luther Rice Society: 6-10 Years Post-Graduation)
 - \$1,000 - \$4,999 (Luther Rice Society)

Staff Partnership

The Industry Leadership Council (ILC) will be advised by OAR staff members under the oversight of the Executive Director of School Alumni Programs and the Director of Alumni Career Programs & Industry Networks.

- All event marketing will be managed by the Office of Alumni Relations (OAR) and must be started **6-8** weeks in advance of the event date. Industry Leadership Council (ILC) members are encouraged to do personal and social media outreach, as well as outreach via the GW-sanctioned industry network *LinkedIn* group.
- Oversight of all programs operated by the Office of Alumni Relations is exercised by the Associate Vice President for Alumni Relations.

Benefits

- Industry Leadership Council (ILC) members will have the opportunity to expand their social and professional networks, as well as be a part of cultivating a network of alumni who believe in and support the career enhancement endeavors of the George Washington University.

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WASHINGTON, DC



Office of Alumni Relations

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