



Office of Alumni & Parent Relations

## Alumni Council Member Job Description

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### Purpose of Position

To advance the mission of Messiah University by assisting with key areas of the University, namely, communications, alumni participation in giving, admissions, alumni events and engagement strategies, and mentoring and networking among students.

### Qualifications

- Enthusiastic about Messiah University and in agreement with its mission
- Strong motivational and communication skills
- Willing to serve as a positive ambassador for Messiah University

### Specific Responsibilities

- Attend two Alumni Council meetings each year. Meetings are 6-8 hours in duration and are held on Friday and Saturday in the spring and fall.
- Be actively engaged during the Council meetings, providing feedback and willingly accepting tasks that are needed to complete Council goals.
- Remain actively engaged with other alumni in your area and age demographic seeking their feedback on their alumni experience and learning about their continued needs as alumni.
- Support the University by contributing to the Messiah Annual Fund on a yearly basis. There is an expectation of 100% participation by the Alumni Council.
- Serve on a Primary Group and a Committee (defined in the Council by-laws)
- Remain actively engaged with the University between meetings including maintaining on-campus contacts, attending University events when possible, and staying up-to-date on University news.
- Serve in a volunteer capacity for at least one alumni event annually.
- Cover all travel costs related to Alumni Council meetings (hotels, tolls, etc). The Office of Alumni & Parent Relations will provide meals and will secure group discounts at area hotels.
- Enjoy your alumni experience and talk openly and positively about Messiah University to others, especially the University alumni community.

### Oversight

Primary responsibility for and oversight of the Alumni Council will rest with the Office of Alumni & Parent Relations under the leadership of the Director of Alumni & Parent Relations. After vetting potential candidates with the President and the VP for Advancement, the Office of Alumni & Parent Relations will review applications for membership, conduct interviews, and make final decisions regarding alumni who will be selected for service on the Alumni Council.

### Length of Service

Once inducted onto the Council, a member (including Chairs and Co-chairs) will serve a three-year term, with a maximum of two consecutive terms. Any member, Chair, or Co-Chair can reapply after a lull period of 6 years.