Alumni Advisory Council – Job Description

Purpose:
Alumni Advisory Council members are key leaders in connecting alumni with their alma mater encouraging contributions of time and resources to extend the University’s mission wherever they serve and lead. As University ambassadors, council members work to engage potential volunteers and donors, create visibility during alumni events, generate excitement amongst classmates, and identify partnerships for the office of alumni relations.

Qualifications
- An alumnus, defined as a student having completed one term of coursework at Concordia University Chicago, who supports the mission of Concordia University through an annual gift.

Responsibilities:
- Consult with the Director of Alumni Relations regarding the goals of the alumni program to ensure they are relevant and meeting the needs of the Concordia constituency.
- Help identify trends and challenges that will impact the alumni program in the future.
- Provide recommendations on the current and future vision of the alumni program.
- Evaluate program progress and reports to make recommendations as appropriate.
- Reflect on communication themes and messages to ensure consistency and impact.
- Assist in growing the Council’s role and purpose then periodically evaluate.
- Endorse the goals of the alumni program to classmates and alumni at-large.

Individual Activities:
- Pray unceasingly for Concordia University Chicago and its ministry.
- Attend and participate in bi-annual on-campus Alumni Advisory Council meetings.
- Serve as a host at major alumni events such as Homecoming & Reunion Week, Golden Celebration and regional events, if applicable.
- Recruit additional council members and project volunteers to assist in executing the various events and programs of the Office of Alumni Relations.
- Serve as a sounding board for the constituency and communicate as appropriate with University leaders.
- Act as a cheerleader and challenger for successfully achieving the goals of the alumni program.

Time Commitment:
Council Members are asked to pledge to serve a two-year (renewable) term on the Board investing 15-20 hours per year to:
- Participate in bi-annual meetings to discuss program status, report committee work and share project updates.
- Perform duties of committee projects and attend related meetings. Time required varies by task.
- Attend University and alumni events to provide visual presence of the Advisory Council and alumni program.

Full Name ___________________________________________Concordia Class (es) of __________

☐ Yes! I am willing to serve on Concordia University Chicago’s Alumni Advisory Council and fulfill the duties above.

☐ I understand my two-year term will begin in July 2013 and continue through June 2015.

Signature ___________________________________________Date ______________

Please complete and return by June 15, 2013.