**POSITION DESCRIPTIONS**

**The Role of the President**
The president is the overall manager and motivator of the entire chapter. The president should see the "big picture" and be the catalyst that keeps chapter activities moving rather than doing everything alone. Chapter leaders and committee chairs relieve the president from monitoring all of the details, and the committees allow everyone to contribute to the operation of the chapter.

- Serve (1) two-year term.
- Provide overall leadership and direction to the alumni chapter. Be familiar with all areas of the chapter’s operations so you can lead effectively.
- Create and send meeting agendas.
- Preside over chapter board meetings.
- Attend and participate in all executive committee and chapter meetings.
- Participate in at least one alumni association sponsored training opportunity a year.
- Attend all chapter events and activities.
- Respond to communications from alumni association within 48-business hours.
- Have full knowledge of the duties of each leader, as well as their own.
- Responsible for replacing board leader(s) not performing their tasks.
- Maintain contact with staff liaison and alumni association office once per month.
- Establish chapter goals in support of the mission of the alumni association.
- Ensure board leaders fulfill their duties impartially, accurately and promptly.
- Enforce chapter policies and procedures.
- Exercise overall financial responsibility for the chapter to ensure compliance with KSU and alumni association policy.
- Submit annually the Chapter Operating Plan by the designated deadline.
- Develop and maintain chapter-operating plan, in coordination with the board and submit plan updates to staff liaison semi-annually.
- Ensure the position has a successor.
The Role of the Vice President

The vice president plays a critical role in the success of a chapter. They are responsible for serving in the place of the president in their absence or at their request. In collaboration with the president, the vice president has responsibility for developing and maintaining the chapter-operating plan, assessing progress toward goals and coordinating committee work. The vice president may play an integral role in program planning.

- Serve (1) two-year term.
- Attend and participate in all executive committee and chapter meetings.
- Assume all duties of the president if necessary; presiding over meetings in the absence of the president; serving as interim president during a presidential transition.
- Coordinate with the president to advise all chapter leaders in the completion of tasks and responsibilities.
- Develop and maintain chapter-operating plan, in coordination with president. (Submit plan updates semi-annually to staff liaison.)
- Work closely with the president and staff liaison to assess progress toward meeting chapter goals.
- Coordinate and oversee all chapter leader’s progress with updates to the president.
- In conjunction with other chapter leaders, coordinate chapter programs and events.
- In conjunction with other chapter leaders, organize activities consistent with the goals of alumni association and the chapter.
- In conjunction with staff liaison, serve as contact for chapter in establishing and collaborating with campus partners.
- Ensure event revenues and invoices comply with KSU and alumni association policy.
- Participate in at least one alumni association sponsored training opportunity a year.
- Attend all chapter events and activities.
- Respond to communications from alumni association within 48-business hours.
- Ensure the position has a successor.
The Role of the Sergeant-at-Arms
The sergeant-at-arms keeps order during meetings, provides support to the president, makes certain parliamentary procedures are followed, and decides all issues of parliamentary procedure according to Robert’s Rules of Order. Additional information on Robert’s Rule can be found at [www.kent.edu/alumni/alumni-chapter-resources](http://www.kent.edu/alumni/alumni-chapter-resources), [www.robertsrules.org](http://www.robertsrules.org) and [www.robertsrules.com](http://www.robertsrules.com).

- Serve (1) two-year term.
- Attend and participate in all executive committee and chapter meetings.
- Take and submit meeting minutes. Arrange for replacement when unable to attend a meeting and for assistance with duties, if necessary.
- Organize meetings, follow protocols and keep board leaders in order. Secure chapter-meeting location and confirm location five (5) days before the meeting.
- Follow [certain] Robert’s Rule of Order parliamentary procedures and call to order as well as adjourn all chapter meetings.
- Arrive at least 30 minutes before the meeting to unlock doors, arrange room, check room temperature (adjust if necessary) and set out materials. Return room to original configuration (if necessary), pack up materials, and pick up and dispose of any stray items or trash.
- Ensure items necessary for the meeting are present, e.g. agenda, talking points, promotional literature, ballots.
- Oversee and maintain chapter supplies.
- Provide support to the president. Carry out requests or orders made by the president of the chapter.
- In conjunction with other chapter leaders, coordinate programs and events.
- Participate in at least one alumni association sponsored training opportunity a year.
- Attend all chapter events and activities.
- Respond to communications from alumni association within 48-business hours.
- Ensure the position has a successor.
The Role of the Communications Chair
The communications chair works with the staff liaison and supports/provides timely and comprehensive information to chapter constituents about chapter, alumni association and Kent State events, via communication platforms. The chair creates and maintains a favorable image of the chapter's digital communications and continuously, effectively and efficiently shares alumni association's signature and chapter events.

- Serve (1) two-year term.
- Attend and participate in all executive committee and chapter meetings.
- Establish chapter Facebook page; search and research articles suitable for chapter Facebook page and post to Facebook at least two times weekly with chapter, KSU and alumni association-related information.
- In conjunction with staff liaison, maintain and build relationships with chapter constituents through consistent, accurate and timely digital communications.
- Promote and market via digital communications, alumni association signature events: Alumni Awards, Homecoming and Alumni Day of Service.
- Work with staff liaison for event marketing and promotional materials, e.g. alumni involvement events, social media.
- Follow all KSU and alumni association branding and communications guidelines. Maintain consistent brand image in all communications.
- Address or forward [any] comments received from constituents to staff liaison.
- In conjunction with other chapter leaders, coordinate programs and events.
- Participate in at least one alumni association sponsored training opportunity a year.
- Attend all chapter events and activities.
- Respond to communications from alumni association within 48-business hours.
- Preside over meetings in the absence of the president and vice president(s).
- Ensure the position has a successor.
The Role of the Alumni Involvement Events Chair

Overall responsibility for the logistical coordination of alumni engagement events, this individual is responsible for ensuring the chapter meets the alumni association requirements and expectations. In addition, the alumni involvement events chair is responsible for securing and registering the chapter’s Alumni Day of Service site by December 20 each year, and serving as the onsite-leader the day of.

- Serve (1) two-year term.
- Attend and participate in all executive committee and chapter meetings.
- In conjunction with other chapter leaders, coordinate two (2) alumni engagement events: chapter events should fall within the following categories:
  - targets young alumni,
  - networking event that highlights an alumni story,
  - supports students or
  - promotes academic/civic interests.
- Complete alumni involvement event registration form and event coordinator post-event evaluation.
- Identify and coordinate Alumni Day of Service site(s) as well as serve as on-site leader for chapter’s Alumni Day of Service site(s). Register site by December 20.
- Work with communications chair to promote and market events.
- Develop event budgets and submit grant requests if necessary. The alumni association provides $500 of funding annually and a grant request process for chapter use to enhance events that meet requirements and expectations.
- Participate in at least one alumni association sponsored training opportunity a year.
- Attend all chapter events and activities.
- Respond to communications from alumni association within 48-business hours.
- Ensure the position has a successor.
- Preside over meetings in the absence of the president, vice president (s) and communications chair.
The Role of the Student Engagement and Young Alumni Chair

This individual will coordinate chapter activities for Kent State students as well as young alumni. Alumni ages 34 and younger are considered young alumni. These events will serve as a catalyst to encourage these individuals to become a part of the chapter. In collaboration with the staff liaison, this individual serves as a connection for the chapter in linking with campus partners.

- Serve (1) two-year term.
- Attend and participate in all executive committee and chapter meetings.
- Coordinate alumni engagement events with an emphasis on connecting young alumni with the chapter. The alumni association identifies young alumni as individuals ages 34 and younger.
- Coordinate alumni engagement events with an emphasis on in-coming and current students.
- If applicable, serve as liaison to and recruit individuals to participate in scholarship review committee.
- Participate in at least one alumni association sponsored training opportunity a year.
- Attend all chapter events and activities.
- Respond to communications from alumni association within 48-business hours.
- Ensure the position has a successor.
- In conjunction with other chapter leaders, organize activities consistent with the goals of the alumni association and chapter.