



# CHAPTER OFFICER POSITION DESCRIPTION

## President

### General Description:

The Chapter President shall serve as the chapter's primary point of contact for alumni, students, parents of students, friends of the University, University Advancement, and the Alumni Association. They are responsible for leading all aspects of the chapter's activities.

### Tasks and Duties:

- Preside at all meetings of the chapter, including regular meetings of the Executive Committee.
- Be the primary Alumni Association representative within the community.
- Serve as an ex-officio member of all committees.
- Attend annual Chapter Officers Forum in Blacksburg in the fall.
- Submit annual chapter plan on or before July 1 each year.
- Carry out the annual plan devised during the previous year and ensure chapter and committee goals are being accomplished.
- Keep in regular contact with staff chapter liaison about updates and other chapter information and issues.
- Train and prepare President-Elect for the office of President.
- Review Outstanding Chapter Awards Checklist monthly to ensure compliance.
- Help recruit and cultivate alumni leaders and volunteers in your area.
- Encourage support of Virginia Tech through time, talent, and treasure.
- Disseminate Advancement messages to chapter officers and members as needed.
- Encourage and thank volunteers!
- Perform other duties within the chapter as needed.

### Time Commitment:

Dependent on chapter need; approximately 6-10 hours per month.

### Qualifications:

Knowledge of Alumni Association programs and services; working knowledge of local chapter programs, bylaws, etc.; service of at least one term in another officer position; ability to delegate; public speaking ability; leadership skills; and the ability to communicate effectively.

**Benefits:**

Gain experience in building and working with committees; play a key role in shaping the chapter's future; opportunity to network on different levels throughout the community and university; improve meeting management skills; gain experience that can be used on the job; and be a mentor to new volunteers.