



CHAPTER OFFICER POSITION DESCRIPTION

Young Alumni Chair

General Description:

The Young Alumni Chair will plan activities that engage Virginia Tech young alumni (those who have graduated within the last 10 years) by expanding their personal and professional networks.

Tasks and Duties:

- Attend monthly planning meetings of the chapter.
- Maintain social media in coordination with Social Media Chair with content geared toward young alumni.
- Organize social events specifically for recent graduates.
- Recruit fellow young alumni to attend events and become active chapter volunteers and/or leaders.
- Collaborate with other chapter leadership to ensure inclusive best practices in planned events.
- Other duties as needed.
- Attendance and support of all chapter events is highly recommended.

Expected Outcomes:

- Increased engagement with young alumni through event attendance and social media

Time Commitment:

Dependent on chapter need. Typically one meeting and event per month, varied by chapter.

Qualifications:

Responsible and organized; enthusiasm for Virginia Tech; knowledge of and experience with Virginia Tech traditions; knowledge and acceptance of Virginia Tech Advancement's mission and values; respect for the confidentiality of personal information; ability to delegate and communicate effectively.

Benefits:

- Gain experience in event planning.
- Collaborative and team building skills.
- Gain experience in targeted use of social media.
- Leadership development.
- Opportunities to forge strong relationships with VT Alumni, faculty, and administrators.
- Experience building and working with committees.
- Networking with other chapter leaders.
- Meeting management skills.
- Access to annual trainings and professional development through VT Alumni Relations.