COMMITTEE CHAIR

A committee chair oversees a specific project, goal, or initiative within the chapter or affinity group. Committees may be — but are not necessarily — event-based; sample chapter and affinity group committees are outlined below. Leadership structures are designed to best serve the needs of the population they serve, and may vary among chapters and affinity groups. Chair positions may be shared by two co-chairs with staggered terms. Committee chairs typically serve a two-year term. Responsibilities for all committee chairs include:

- Serving as an ambassador for Emory in your area;
- Maintaining regular communication with the chapter / affinity group president and association liaison;
- Participating in an annual planning process with the chapter / affinity group president and association liaison, and attending chapter / affinity group board meetings;
- Coordinating committee members to ensure follow-through on agreed-upon plans;
- Working within established budget guidelines;
- Evaluating effectiveness of committee activities and developing creative concepts;
- Recruiting, engaging, and guiding new volunteer prospects;
- Identifying and cultivating a successor;
- Staying current on volunteer opportunities within the chapter / affinity group, as well as external opportunities such as the Alumni Admission Network and the Emory Career Network;
- Attending a majority of chapter / affinity group events, as possible;
- Sharing best practices with peers through quarterly regional conference calls.
SAMPLE CHAIR ROLES

Below are some of the most common chair roles established within chapters and affinity groups, and their primary responsibilities. New roles may be created as needed to best serve the evolving needs of each chapter and affinity group.

COMMUNICATIONS

The communications chair works to supplement the association’s communications strategy with the goal of building awareness of chapter / affinity group activities. It may be appropriate to merge the communications and member relations responsibilities into a single chair position. Additional responsibilities include:

- Building awareness of the chapter / affinity group;
- Posting regularly to social media;
  - Emory news;
  - Event reminders;
- Photographing chapter / affinity group events for use in future communications;
- Maintaining fresh content on group page.

MEMBER RELATIONS

The member relations chair serves as the primary ambassador to the local Emory community. It may be appropriate to merge the communications and member relations responsibilities into a single chair position. Additional responsibilities include:

- Welcoming new members to the chapter / affinity group;
- Building awareness of the chapter / affinity group and the volunteer-led volunteer-driven model;
- Conducting personal outreach to promote events, and encouraging and facilitating fellow volunteer leaders to do the same;
- Following up on volunteer interest and referrals;
- Following up with event attendees within one week;
- Gathering member feedback.
PHILANTHROPY

The philanthropy chair supports the university’s fundraising goals. Additional responsibilities include:

- Encouraging 100% board giving, regardless of amount or direction;
- Educating fellow board members about giving opportunities;
- Using events as a vehicle to build awareness of giving opportunities.

STRATEGIC INITIATIVES

The strategic initiatives chair works closely with the association liaison to analyze the chapter / affinity group’s effectiveness, identify areas for improvement, and research and implement new initiatives.

EVENT-BASED CHAIRS:

In addition to the general responsibilities outlined above, event-based committee chair responsibilities include:

- Planning a range of events that fall under your committee’s purview, as indicated by the chapter / affinity group’s population size and activity level;
- Following accepted best practices for planning [link to event planning guide];
- Serving as on-site point person for events planned by your committee, arriving early and departing last (or recruiting committee members to do so);
- Taking photos at events planned by your committee (or recruiting committee members to do so);
- Following up with attendees within one week of each event;
- Providing necessary documentation to member relations chair and association liaison.

SOCIAL

The social chair works to plan a variety of events to engage diverse alumni in social settings.

SERVICE

The service chair works to plan service projects to engage diverse alumni through service to the local community. At a minimum, the service chair
coordinates Emory Cares International Service Day, the second Saturday in November.

PROFESSIONAL DEVELOPMENT

The professional development chair works to offer alumni ongoing opportunities for professional development. This position will frequently collaborate with Alumni Career Services and campus partners.

EDUCATION

The education chair works to leverage local resources to offer alumni diverse opportunities for continuing education.

SIGNATURE EVENTS

The signature events chair oversees the large-scale annual events for the chapter / affinity group.

ON-TREND EVENTS

The on-trend events chair oversees timely events for the chapter / affinity group. These events are often more culturally focused.

YOUNG ALUMNI

The young alumni chair works to plan a variety of events to engage recent alumni.

CAMPUS LIFE (ATLANTA)

The Campus Life chair facilitates connections with student groups and recommends opportunities for collaboration.
ALUMNI INTERVIEW PROGRAM

The Alumni Interview Program is available in select cities. Chair responsibilities include:

- Serving as a key volunteer and spokesperson for the program;
- Assisting association liaison with volunteer recruitment;
- Disseminating information to and answering questions from local alumni volunteers;
- Participating in annual interviewing training provided by the admission and alumni offices;
- Participating in special training for the interviewing matching/communication system;
- Managing the student reassignment process for local volunteers through the interviewing matching/communication system;
- Providing follow-up support and/or reminder emails to local alumni volunteers;
- Fielding inquiries from prospective students, if necessary;
- Optionally planning a kick-off or wrap-up event for local volunteers, in conjunction with the alumni staff liaison.