Alumni Chapter Volunteer Roles and Responsibilities

Regardless of your Alumni Chapter size, having a strong volunteer leadership team is a key component to your success. The goal of leadership team is to ensure that responsibilities are shared so that every volunteer continues to enjoy his or her role in the chapter.

Common Committee Positions/ Roles & Responsibilities

Each alumni chapter will have different requirements and roles to be successful based on the size of the alumni population, current activity and geographic considerations. Every alumni chapter should aim to identify a president or co-president that will serve an agreed upon term (recommended 2 years). However, is up to each chapter and staff partner to define roles and responsibilities based on their need and Committee make up. Please use the sample roles and expectations below as a guideline.

President/Co-President
This position will serve as the primary university ambassador on behalf of their chapter. The chapter President will work directly with their Alumni Association staff partner as the main point of contact. The President will hold the primary responsibility for recruiting, training, and stewarding current and prospective volunteers.

Vice President
This position supports the President in all capacities. This volunteer is learning from the President to be able to step into this role in the near future for continuity and may act as the point of contact for committee chairs.

Social Media Coordinator/s
This position manages the chapter’s presence and social media outreach. This position is responsible for posting events and other content to their Chapter Facebook page, facilitating discussion on LinkedIn and other modes of communication. Please refer to our sample social media calendar for more information.

The following is a list of what the Alumni Association expects of chapter volunteers:

- To remember at all times that you are an extension of UNH and representing the University in your community. (Also comply with University Policies - i.e. Permitted use of University name, logo, etc.)
- To sign and comply by the UNH Confidentiality Statement regarding the use of private alumni information such as addresses, phone numbers and email addresses.
- Maintain updated personal contact information
- To work collaboratively with your staff partner to schedule diverse programming to attract alumni of all ages and demographics.
- To coordinate with your Alumni Programs staff partner to plan at least one major chapter event per year.
- Promote events to entire chapter by utilizing social media, email, and personal outreach.
- To register on UNH Connect and UNH Today as a means to stay up to date with current affairs at UNH.
- To submit post-event attendance reports and summaries to your staff partner.
- To cultivate a chapter committee and to develop a succession plan.
- To host chapter committee meetings and provide the minutes to your staff partner.
- To notify your staff partner of any constituent address changes.
- To be responsive to calls or emails from UNH staff.
- To include your staff partner on all chapter committee email communications where appropriate.
- To support The UNH Fund. (i.e. educate alums about, donate if able) For more info on The UNH Fund click here.
- Have fun!