



## **Alumni Council President**

### Position Description

**Title:** Alumni Council President

**Hours:** 10 hours per month

The President of the alumni Council is to be elected at-large from and by the Alumni membership and will serve for two-years. All Alumni members are eligible for nomination. The President shall preside at all membership meetings and shall by virtue of the office be the Chair of the Alumni Organization. The President acts as the main liaison between the Alumni Organization and the DREAM Central Office through constant communication with the DREAM Executive Director and coordinates the overall vision of the Alumni Organization and supports the Initiative Committee Chairs with their work.

#### **Specific Responsibilities:**

- Responsible for recruiting interested volunteers to fill the seats of the Alumni council
- Actively maintains the active involvement of all Council members
- Sets overall vision for the direction of the Alumni Organization and its four Initiative Areas
- Will hold Initiative Heads accountable for running activities effectively including the effective utilization of volunteer subcommittee members and DREAM staff members
- Conducts periodic check-ins with Initiative Heads between regularly scheduled meetings
- Sets the agenda and leads discussion for all Alumni Council meetings
- Runs regularly scheduled elections for Alumni Council Constitution Keeper

#### **Support to the President from the DREAM Central Office**

- The Executive Director will support each of the President's roles described above
- The DREAM Central Office will make all appropriate resources available to the President as needed. This is to include office space, necessary hardware and software, access to information on the Program Database, and other resources as needed
- As appropriate the Executive Director and/or Development Director will assign DREAM staff members to support specific project work of the President