

## **Bates College Alumni Council Position Description**

The Bates College Alumni Council serves as the primary liaison between the alumni and Bates College. They support the college's efforts (programs, activities, volunteer service, etc.) to engage alumni with each other and with Bates. They also serve in an advisory role to the Bates Alumni Engagement staff.

It is the responsibility of all members of the Bates Alumni Council to attend to the needs of the Council and the College, as defined by the President in consultation with the Assistant Vice President for Alumni Engagement or the AVP's designee. Members of the Council may be assigned a portfolio of responsibilities or given a mandate to focus on a particular area of interest or importance to the Alumni Council or Association, for example: focusing on a critical population of the Association (e.g. virtual programming, professional development, affinity or identity groups) or aspect of the College with which Council involvement is required or warranted (e.g. equity and inclusion, philanthropy). The roles of all Council members are flexible in order to meet the most immediate needs of the Council.

It is also expected that each member of the Alumni Council will be an annual donor and supporter of the Bates Fund and, if possible, make a leadership gift.

### **Description of Responsibilities:**

#### **1. Board Participation**

- Attends and actively participates in Council and assigned Committee meetings.
- Serves as a member of at least one Council committee – where assigned, as needed, or of interest

#### **2. Outreach**

- Communicates with classmates/alumni community regarding Alumni Engagement/Bates programs and activities
- Regularly attends Bates College and Alumni Engagement events, either in your area or virtually
- Participates in and promotes networking and professional development initiatives to alumni and students
- Identifies potential alumni volunteers, sharing information with staff and other Council members
- Uses every opportunity to widen and deepen the circles of alumni engagement and support in the life of Bates College
- Serves as an advocate for Bates alumni, as well as an advocate and ambassador for Bates College

### **Summary of Qualifications:**

Candidates should have a desire to both support and grow/enhance the programs of Bates College Advancement, Alumni Engagement, and the Council. They should also demonstrate an interest in building and sustaining strong relationships with alumni of the college, as well as faculty, students and staff on the campus.

Candidates for the Alumni Council are also encouraged to have:

- proven leadership in the Bates alumni community, or as a student leader

- strong leadership, management and communication skills
- fluency with social media/digital platforms and other forms of communication
- at least one year of successful volunteer service with Bates

*The Alumni Council recognizes that there is no perfect candidate for this role. Your skills, interests, and volunteer experience may differ from other candidates, and those differences make for a stronger Council. Please apply if you care about Bates and want to collaborate with others to strengthen the relationships between alumni, students, and the college.*

**Term:** The term of office for all Council members is three years, beginning July 1. Members of the Council may be selected by the Governance Committee to serve for one additional, consecutive three year term.

**Staff Liaison:** To be determined, depending on the portfolio

**Committee Responsibilities/Time Required:** Varying, depending on the portfolio. Alumni Council members are expected to attend all meetings of the Council. There may be the expectation of membership in a sub-committee/task force to further the work of the Council and Alumni Engagement/College Advancement.