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## ***Alumni Association Executive Board*** **Admissions Committee Chair Responsibilities**

The Chair of the Admissions Committee is appointed by the President of the Alumni Association in consultation with the Executive Board's Nominating Committee, the Director of Alumni Affairs, as well as in consultation with and approval from the Dean of Admissions and the Director of the Alumni Admissions Program (AAP).

The Chair of the Admissions Committee works with the Admissions Office to coordinate the efforts of alumni volunteers who assist in recruiting and enrolling undergraduate students. AAP activities include interviews for admissions and scholarships, representing the University at college fairs, hosting admissions events, and establishing and maintaining working relationships with high schools.

### **Responsibilities of the Chair:**

- Works closely with the Director of Alumni Admissions Program to establish goals, measure outcomes and assess the progress.
- Target, recruit and assist in the training of alumni volunteers for program membership.
- Recruit and assist in the training of alumni for leadership positions in targeted areas around the country and the world. Area captains will constitute the nucleus of an executive committee for the Admissions Committee.
- Inform and educate Alumni Admissions Representatives on the Strategic Plan and the governance structure of the Alumni Association.
- Convene an annual meeting of the executive committee to review the program's progress, set bench marks for new and ongoing initiatives, and establish goals.
- Write contributing articles for the AAP Newsletter.

The Admissions Committee Chair serves as the alumni leader of the Alumni Admissions Program. Recruitment drives to enroll new members will fall under the auspices of this office. Similarly performance reviews for individuals, regional committees and their captains will be the responsibility of this office. All administrative support and guidance will come from the Admissions Office, the AAP Director and the Dean of Admissions.