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## **Alumni Association Executive Board**

### **Clark Fund Committee Chair Responsibilities**

The Chair of the Clark Fund Committee is appointed by the President of the Alumni Association in consultation with the Executive Board's Nominating Committee, the Director of Alumni Affairs and the Director of the Clark Fund.

The Chair of the Clark Fund Committee serves as the lead volunteer of the annual fund's programs. The Chair of the Clark Fund Committee works with the Clark Fund Office to help engage alumni in advancing the programs of the Clark Fund through the annual giving program. Particular attention is paid to working with alumni volunteers in the Class Agent and Reunion Challenge programs, and to assist Clark Fund staff and volunteers with developing strategies to increase participation and giving levels. The Chair will also serve as a public representative of the Clark Fund on an as needed basis.

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

- Assist Clark Fund staff and volunteers with planning and play a pivotal role in helping to secure annual fund gifts from alumni.
- Assist Clark Fund staff in recruiting fundraising volunteers, including Class Agents and Reunion Chairs, and assist in training activities.
- Inform and educate fundraising volunteers on the Strategic Plan and the governance structure of the Alumni Association.
- Lead by example by supporting the Clark Fund with a leadership level gift.
- With the assistance of the Clark Fund office, author contributing articles to the Clark News and/or the President's report on an as needed basis.
- Convene an annual meeting of volunteers from each of the Clark Fund programs to review progress, set benchmarks for new and ongoing initiatives, and establish goals.

Administrative support and guidance will come from the Clark Fund office, the Director of the Clark Fund, the Director of Alumni Affairs, and the Vice President of University Advancement.