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

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

The mission of the Clark University Alumni Association (CUAA) COPACE Committee is to ensure that COPACE alumni remain engaged with the University and the Alumni Association. Its mission is also to assist COPACE in promoting its programs and courses, which reflect the strengths of Clark University as well as the educational needs of the community they serve.

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

- Recruit committee members and inform and educate them on the Strategic Plan and the governance structure of the Alumni Association
- Collaborate with the Director of Alumni Affairs, the Dean of COPACE, and other members of the Executive Board to develop an annual work plan with goals, activities, and milestones tied to the Strategic Plan
- Prepare □progress□ reports identifying progress and accomplishments against plan and identifying issues/obstacles that need to be addressed
- Write articles for print publications, the Clark University web site, the online community, and other identified outlets

The COPACE Committee Chair serves as the alumni volunteer liaison between COPACE and the Alumni Association. Administrative support and guidance will come from the Alumni Affairs Office and COPACE.