



Alumni Association Executive Committee Student Outreach Committee Chair Responsibilities

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

The Chair of the Student Outreach Committee works with the Alumni Affairs Office, Student Alumni Relations Committee, Alumni Admissions Office and the Dean of Students Office to coordinate the efforts of alumni volunteers who assist in encouraging the interaction between undergraduate students and their families with alumni.

The goal of this committee is to promote a sense of community amongst current undergraduates and their parents, ensuring a positive experience while at Clark and to prepare undergraduates for their post-undergraduate lives as engaged Clark alumni.

Responsibilities of the Chair:

- Works closely with the Executive Board and the Director of Alumni Affairs to establish goals, measure outcomes and assess the progress
- Target, recruit and assist in the training of alumni volunteers for program participation. Educate committee volunteers on the Strategic Plan and the governance structure of the Alumni Association.
- Communicate with S.A.R.C. leadership, Dean of Students Office, Orientation Leadership and Alumni Admissions to ascertain where this committee may be of value, especially in organizing student-related programs, such as Move-in Day, Family Weekend, Pre-Finals Reach-out Activities, Senior Week, Senior Gift Committee programs and Anti-Melt programs.
- Plan an agenda for committee members to review the program's progress, set bench marks for new and ongoing initiatives, and establish goals at Council Meetings.
- Write contributing articles/snip-its for the Clark News, highlighting Student/Alumni contact activities and opportunities.

The Student Outreach Committee Chair serves as the alumni volunteer leader of the Student Outreach effort. Administrative support and guidance will come from the Alumni Affairs Office.