

Network Vice President

Role Description

Updated 2023

The Network Vice President serves as the secondary leader in building a vibrant and engaged CMU community within their own network, while also supporting and furthering the mission of the Carnegie Mellon University Alumni Association and the university. The vice president is the secondary university ambassador for their region or interest area and represents CMU on an ongoing basis throughout the committed term. This leader is responsible for collaborating with the President around all network developments and events and may collaborate with the staff partner as needed.

All volunteers will:

- Review, comprehend and sign the Volunteer Confidentiality Agreement (VCA)
- Review and acknowledge the Statement of Partnership
- Update your information in the Alumni Online Community
- Make a personally meaningful annual gift to the university
- Act as an ambassador for the university
- Stay informed on the latest alumni and university news and priorities
- Share events and university information on your personal and network social media channels
- Uphold CMU's [commitment to diversity and inclusion](#) through the following:
 - Intentionally recruiting diverse volunteers across gender, race, culture, age, educational backgrounds, sexuality, etc.
 - Providing programs and events that incorporate themes of diversity and inclusion

As a Network Vice President, your responsibilities include working with your network staff partner and the network president on the following aspects of network management:

1. *Succession Planning*

- Commit to a two-year term
- Attend Volunteer Quarterly Meetings
- Actively recruit, identify and train successor(s)
- Support volunteers as they transition into leadership roles

2. *Volunteer Management*

- Assist with shaping regional board and volunteer structure so that it best addresses the needs of and maximizes the impact on the CMU community
- Support the recruitment, training and progression of volunteers, ensuring that the network has a diverse volunteer population made up of alumni and parents with a variety of interests, degrees and class years
- Educate volunteers on their role within the network and assist with use of CMU tools for event management
- Confirm that all network leadership and volunteers sign the VCA and review the Statement of Partnership

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- Work with the network president to achieve 100% annual giving participation among active volunteers
3. **Goal Setting**
- Assist with developing measurable goals for the network in collaboration with the network president and staff partner
 - Partner with the network leadership to complete the annual plan and end of year review
 - Attend planning meeting(s) to develop the annual operating plan to achieve the network's goals
 - Utilize data and tools to inform network decisions
4. **Event Planning**
- Assist with coordination of the network event calendar to avoid conflicts with major holidays, as well as volunteer-managed and university-sponsored events
 - Work with volunteers to ensure that the network has a variety of event types, price points and potential audiences
 - Liaise with event-planning volunteers, ensuring that:
 - o Events are planned and executed fully from inception through post-event follow-up
 - o Events recoup their cost
 - o CMU tools are used to capture event attendance
 - o Events are communicated through social channels
 - Serve as the network representative and/or event lead for events that are of personal interest and/or identified as high priority for the network
5. **Network Communication**
- Ensure that all event and email communication guidelines and deadlines are known, understood and followed by all network volunteers
 - Review content for social channels and work closely with the Network Communications position (as applicable) to assist with the social calendar planning and execution
 - Post and engage in [Online Alumni Community](#) groups (as applicable)