

Network Event Planner (Regional and Interest)

Role Description

Updated September 2020

A Network Event Planner works to connect alumni, parents, students and friends of CMU through various types of events and gatherings in collaboration with network staff partner. The event planner serves as the lead and coordinator for specific network events, while also supporting and furthering the mission of the Carnegie Mellon University Alumni Association and the university.

All volunteers are expected to:

- Review, comprehend and sign the Volunteer Confidentiality Agreement (VCA)
- Review the Statement of Partnership (SoP)
- Make a personally meaningful annual gift to the university
- Represent the university and the CMU Alumni Association at network events
- Share events and university information on your personal and network social media channels
- Stay informed on the latest [alumni](#) and [university](#) news and priorities
- Uphold CMU's [commitment to diversity and inclusion](#) through the following
 - Intentionally recruiting diverse volunteers across gender, race, culture, age, educational backgrounds, sexuality, etc.
 - Allowing intersections (multiple experiences/identities) to exist simultaneously
 - Providing programs and events that incorporate themes of diversity and inclusion

As a Network Event Planner, your responsibilities include:

- Coordinate 1-2+ events for the network throughout the academic year (July 1 - June 30)
- Follow event communication guidelines for event planning and execution
- Understand university contractual and financial policies
- Attend your entire event from set-up to break down
- Use CMU tools to capture event attendance
- Attend planning meeting(s) to provide input on the yearly operating plan and to influence network direction
- Communicate regularly with network leadership and your CMUAA staff partner
- Recruit new event planners and leaders for the network

This role has no term limit.