Network President (Regional and Interest)
Role Description
Updated September 2020

The Network President serves as the primary 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 president is the primary university ambassador for their region or interest area and represents CMU on an ongoing basis throughout the committed term. This leader is responsible for keeping the assigned staff partner informed of all network developments and events and serves as the contact for the Alumni & Constituent Engagement office and other CMU faculty and staff as needed.

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 President, your responsibilities include working with your network staff partner and other network leaders on the following aspects of network management:

1. *Succession Planning*
   - Commit to a two-year term and enforce a two-year term to other network leadership roles
   - Actively recruit and identify a successor(s)
   - Support volunteers as they transition into leadership roles
2. *Volunteer Management*
   - Manage and shape the network structure so that it best reflects the network needs and maximizes impact on building the CMU community
   - Delegate often so other network leader have an active role and responsibility within the organization
   - Lead 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
   - Strive to achieve 100% annual giving participation among active volunteers

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3. Goal Setting
   - Develop measurable goals for your network in collaboration with your staff partner
   - Organize planning meeting(s) to develop the operating plan for the year to achieve the network's goals
4. *Event Planning*
   - Coordinate the network event calendar to avoid conflicts among volunteer-managed events, university-sponsored events and events sponsored by schools, programs and other networks
   - 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 recoup their cost
     o CMU tools are used to capture event attendance
     o events are planned and executed fully from inception through post-event follow-up
   - Serve as the event lead for events that are of personal interest and/or identified as high priority for the network
   - Review network financial reports and manage funds to ensure a positive balance in the network account
5. *Network Communication*
   - Ensure that all event and email communication guidelines and deadlines are known, understood and followed by all network volunteers
   - Oversee the network's social media presence and/or the volunteers managing this effort
   - Post and engage network in the [CMU Alumni Community](#) Group, if applicable.