

### Network Vice President (Regional and Interest)

#### Role Description

Updated September 2020

*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.*

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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 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
- Actively recruit and identify a successor(s)
- Support volunteers as they transition into leadership roles

#### 2. Volunteer Management

- Assist with shaping the network structure and the network's vision so that it best reflects the network needs and maximizes impact on building 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
- Confirm that all network leadership and volunteers sign the VCA and review the Statement of Partnership
- Educate volunteers on their role within the network and assist with use of CMU tools for event management
- Work with the president to achieve 100% annual giving participation among active volunteers

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3. **Goal Setting**
  - Assist with developing measurable goals for your network in collaboration with the network president and your staff partner
  - Attend 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
    - o university contractual and financial policies are understood
  - 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
  - Post and engage network in the [CMU Alumni Community](#) Group, if applicable.