



## **Future Alumni Network Executive Team Position Descriptions**

*The Future Alumni Network is comprised of distinguished student leaders who represent the University during alumni events, foster a connection between alumni and students, and create a culture of philanthropy on campus. Students represent the WSU Division of Development and Alumni Affairs with the highest level of integrity, professionalism and university spirit.*

### **Responsibilities, duties and requirements for all executive team members:**

1. Demonstrate the highest level of integrity, professionalism and university spirit while representing the Future Alumni Network
2. Support the Future Alumni Network mission
3. Attend all bi-weekly Future Alumni Network meetings
4. Attend all bi-weekly executive team meetings
5. Meet monthly with the Future Alumni Network advisor
6. Consistently attend Future Alumni Network programs and engagements
7. Serve as support for other executive team members
8. Other responsibilities as designated by your position description (see below) and the Future Alumni Network President and/or advisor
9. Attend a mandatory training on Friday, April 17<sup>th</sup> from noon to 4:00 p.m. at the Tierney Alumni House

All undergraduate students shall have and maintain a minimum 2.75 GPA. Graduate students shall maintain satisfactory grade standards as specified in the Graduate Bulletin that is not below 2.75 GPA, with a cumulative 2.75 GPA.

Undergraduates must be currently enrolled in 6 credit hours. Graduate students must be currently enrolled in 3 credit hours. Undergraduate students who are enrolled in a professional program in which their curriculum requires them to be less than part-time must be enrolled in at least 3 credits.

You must also be available the entire academic year (fall and winter semesters) to attend programming and meetings.



## **Additional responsibilities based on each position:**

### ***President***

1. Serve as the Future Alumni Network's executive director and maintain open communication between the WSU Division of Alumni and Development Affairs, the Alumni Board, the Dean of Students Office, and the greater student body
2. Manage the organizational functions of the Future Alumni Network
3. Lead the Future Alumni Network leaders and member in achieving their goals and the organizational goals
4. Responsible for the efficiency and effectiveness of the Future Alumni Network
5. Regularly meet with the executive team members
6. Chair all Future Alumni Network meetings and executive team meetings

### ***Director of Recruitment***

1. Regularly communicate with all Future Alumni Network members to encourage consistent participation in the organization
2. Recruit a diverse group of students to join the Future Alumni Network with endeavors including but not limited to: open houses, recruitment tables, advertisements, emails and outreach
3. Maintain a system for current WSU students to become involved in the Future Alumni Network
4. Plan additional social activities for Future Alumni Network members
5. Oversee the compilation of member information and participation

### ***Director of Marketing***

1. Manage all marketing, design and advertising efforts for the Future Alumni Network
2. Manage the Future Alumni Networks social media accounts including Instagram, Facebook, Twitter and LinkedIn – this includes posting photos and videos of programs at or after programs, as well as engaging with followers
3. Maintain a process for the executive team members to request design and advertising
4. Design any graphics to advertise the Future Alumni Network and programs
5. Design, print and distribute any paper advertising materials

### ***Director of Campus Engagement***

1. Coordinate campus engagement efforts which include, but are not limited to, on campus programs and pop-ups
2. Encourage, coordinate and promote campus traditions
3. Coordinate logistics, volunteers and assessment for all campus engagement programs

**Director of Student Ambassadors**

1. Coordinate opportunities for Future Alumni Network members to engage with WSU alumni
2. Organize Future Alumni Network members to attend special events as WSU student ambassadors
3. Coordinate professional development opportunities for Future Alumni Network members to encourage personal and professional growth

**Director of Student Philanthropy**

1. Educate the student body about the impact alumni donations have on WSU
2. Encourage constituents to have a life-long relationship with WSU
3. Plan and implement programming that encourages student philanthropy