

Alumni Liaison
Job Description

Standing Chair

Reports to: President

Date: 02/22/11

Position Summary

Serves as communication liaison between Alumni Members and RECPTA. Coordinates annual Alumni event along with VP of Programs.

Essential Functions

- Communicates Alumni activities and needs to RECPTA executive board and general membership both verbally and via electronic media
- Communicates RECPTA activities to Alumni members as they pertain to Alumni Members
- Coordinates semi annual Alumni events along with VP of Programs
- Assists in membership maintenance activities

Requirements

Must meet current Alumni membership guidelines as defined by RECPTA bylaws. Good organizational and interpersonal skills. Knowledgeable about RECPTA and its programs. Willing to solicit volunteers as necessary. Active and regular participation in general meetings is suggested. Attendance at Board meetings is required. Approximate time commitment: one hour per week.