



# Office of Alumni Relations

## **Multicultural & Affinity Alumni Network: Volunteer**

### **Mission Statement**

The Office of Alumni Relations (OAR) leads the university's efforts to strengthen and promote an invested alumni community that inspires lifelong loyalty and advances GW.

### **Volunteer Position Summary & Purpose**

Engaged alumni volunteers are a key component of a successful Multicultural & Affinity Alumni Network. The Multicultural & Affinity Alumni Networks are led by alumni volunteers who wish to reconnect with GW and with fellow alumni based on their shared identity or affinity. Volunteers actively engage with the staff of the Office of Alumni Relations (OAR) in the creation and execution of alumni programming that meets the needs of GW's diverse alumni community. In an effort to establish validity, consistency, and effective connections, we expect volunteers to:

- Understand and embrace the mission and values of the university and OAR.
- Positively represent and promote the university.
- Facilitate engagement between alumni and the university through volunteer led outreach, communications, and events.
- Ensure that alumni network events are accessible to all alumni and aims to strengthen and promote an invested and diverse alumni community.

### **Major Duties & Responsibilities**

- Serve as a primary and positive ambassador of the GW Office of Alumni Relations and on behalf of the Multicultural & Affinity Network.
- Work in partnership with OAR on the strategic creation and execution of Multicultural and Affinity programming to engage alumni of diverse backgrounds and experiences.
- Assist in the planning of Multicultural and Affinity programming by completing essential tasks including, but not limited to:
  - o Recommending ideas for programs, events, or speakers.
  - o Determining optimal dates, times, locations for events.
  - o Selecting a food and drink menu, if applicable.
  - o Staffing events.
  - o Making sure the event is within the parameters of the Multicultural & Affinity Alumni Network budget; and
  - o Sharing contracts, paperwork, and/or terms of agreement so they can be signed by OAR staff liaison.
  - o Utilizing GW branded materials in all outreach with alumni.



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- Be knowledgeable about the impact of philanthropy at GW.
- Promote philanthropic efforts at meetings and Multicultural & Affinity Alumni Network events, including asking alumni to make an annual gift to GW.
- Increase alumni participation through personal (phone or email) outreach to local alumni.
- Recruit new alumni volunteers through events and personal outreach.

### **Skills & Competencies to be Acquired**

- Interpersonal skills
- Project management experience
- Event planning experience
- Volunteer board experience

### **Training**

- Each volunteer will take part in the alumni volunteer orientation process and have access to volunteer resources, toolkits, videos, and a staff liaison.
- Additional training opportunities may exist throughout the course of the volunteer experience.

### **Expectations**

- Attend and participate in scheduled meetings/calls with the Multicultural & Affinity Alumni Network Chair/Co-Chairs and/or your OAR staff liaison.
- Actively engage alumni in the programs, events, and initiatives sponsored by Multicultural & Affinity Alumni Network.
- Assist in planning and promoting Multicultural & Affinity Alumni Network programming, including staffing the event.
- Actively communicate with fellow Multicultural & Affinity Alumni Network members and the OAR staff liaison.
- Utilize exclusively GW branded materials for outreach and events.
- Sign a confidentiality agreement to access protected data for alumni outreach

### **Terms of Office & Time Commitment**

- Volunteers of a Multicultural & Affinity Alumni Network serve a one-year term that is assessed for renewal by the OAR at the conclusion of the fiscal year.
- In the best interest of the success of the Multicultural & Affinity Alumni Network, a Multicultural & Affinity Alumni Network Volunteer who does not meet the expectations and fulfill the requirements of the position will be deemed to have resigned at the discretion of the OAR staff liaison.



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## **Annual Philanthropic Obligation**

- Make a gift to any area of GW at a level of individual comfort

## **Staff Partnership**

Each Multicultural & Affinity Network volunteer is expected to work collaboratively with OAR staff members under the oversight of Chris Hooten, Associate Director of Alumni Engagement & Outreach.

- All event marketing will be managed by the Office of Alumni Relations (OAR) and must be started **6-8** weeks in advance of the event date. Multicultural & Affinity Alumni Network members are encouraged to do personal and social media outreach, as well as outreach via the GW-sanctioned Multicultural and Affinity Alumni Facebook Pages and Groups.
- Oversight of all programs operated by the Office of Alumni Relations is exercised by the Senior Associate Vice President for Alumni Relations and Annual Giving.

## **Benefits**

- Multicultural & Affinity Alumni Network volunteers will have the opportunity to expand their social and professional networks, as well as be a part of cultivating a network of alumni who believe in and support the diverse alumni engagement of the George Washington University.

## **Staff Contact**

Chris Hooten

Associate Director of Alumni Engagement & Outreach, Office of Alumni Relations

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## **Agreement**

I, \_\_\_\_\_, agree to the above terms and conditions and will serve for a one-year term as an alumni volunteer with the George Washington University as a volunteer of a **Multicultural & Affinity Alumni Network** from \_\_\_\_\_ to \_\_\_\_\_.

Date:

Name/Signature:

Staff Name/Signature: