

Alumni Positions to be Filled for 2009 – 2010 School Year

President (Alumni Board)

Time requirements: Year long elected position. 10 hours+ per month.

Leads the Alumni Board in its efforts to better Gamma chapter. Responsible for leading meetings and guiding discussions in an efficient, productive manner. Works to develop and initiate policies that stimulate progress and encourage alumni engagement. Nurtures relationships with the active chapter and the Education Foundation to foster cooperation toward the betterment of Gamma as a whole. Delegates any projects or responsibilities as needed to allow the Alumni Board to work on “big picture” items and long term goals.

1st and 2nd Vice Presidents (Alumni Board)

Time requirements: Year long elected position. 10 hours+ per month.

Assist in leading the Alumni Board in all areas. More involved in several committees, acting as the Alumni Board liaison. Also acts as liaison for Education Foundation and/or active chapter meetings and general communication. Assume duties of the President in his absence: 1st VP followed by 2nd VP in his absence.

Treasurer (Alumni Board)

Time requirements: Year long elected position. 10 hours+ per month.

Maintains corporation records. Collects rent and any other necessary monies from the active chapter. Maintains monthly records of alumni finances, including A/R, profit/loss, and cash flow reports. Maintains active oversight of active chapter finances, assisting the active treasurer as needed and reviewing active records on a monthly basis. Alerts the Alumni Board to any possible need for legal action. Oversees efforts required should legal action be required.

Secretary (Alumni Board)

Year long elected position.

Time requirements: 10 hours+ per month

Records the minutes of all meetings and distributes minutes to board members and ensures prompt posting to “Frat Files” web page. Records the results of all votes. Maintains an accurate membership and attendance roll. Distribute the constitution as necessary and ensures posting to the website.

Editor (Alumni Board)

Time requirements: Year long elected position. 10 hours+ per month.

Edits and compiles the semi-annual Alumni Newsletter. Coordinates the printing of the Newsletter and the Cornucopia. Maintains an accurate alumni list, updating the website database as needed. Authors or edits all Alumni Board publicity, though not necessarily responsible for actual publishing items including, but not limited to rental listings and announcements to alumni at-large to ensure consistency. Authors the monthly Alumni Connection email and maintains the list for broadcast.

Alumni Engagement Chair

Time requirements: Year long appointed position. 0 – 5 hours per month.

Talks to alumni to find out what types of events alumni are looking for. What do they expect to gain? How much should it cost? Where should they be held? Helps find alumni volunteers throughout the year when smaller projects come up.

Fire Sprinkler and Wiring Chair

Time requirements: Appointed position. Long term commitment required to complete project. Number of hours is unknown.

The alumni board alone does not have enough time or expertise to make plans for the sprinkler and wiring improvements. Someone with construction experience and strong leadership skills would be of great value. Coordinates with the Full House Renovation Chair so that the same tasks are not completed twice. Goal is to have a plan and cost assessment ready to present at Homecoming 2010.

Full House Renovation Chair

Time requirements: Appointed position. Long term commitment required to complete project. Number of hours is unknown.

The alumni board alone does not have enough time or expertise to evaluate the possibility of a full house renovation. Someone with construction experience and strong leadership skills would be of great value. Coordinates with the Fire Sprinkler and Wiring Chair so that the same tasks are not completed twice. Goal is to have a plan and cost assessment ready to present at Homecoming 2010.

Note: It might be feasible or maybe even easier to have one person coordinate both the fire sprinkler and full house renovation projects. The alumni board will work with the chair(s) to determine the best path forward.

Fundraising Chair

Time requirements: Unknown

Ideally, DTS should have a fundraising plan in place whenever the house plans are presented (Target Homecoming 2010). There is preparation work that must be done to prepare for this effort. Someone with experience in fundraising, sales, and/or marketing would be an ideal fit for this position.

Homecoming Chair

Time requirements: Appointed by Alumni Board. 5-10 hours in April. 10 – 15 hours in September and October.

Plans homecoming event. Researches banquet hall options. Books banquet hall. Designs and prints invitations and RSVP's. Organizes phone calls to alumni. Composes email to send out via the Alumni Connection. Writes information to be posted to the website, and coordinates the posting with the Active Website Chair. Receives and tracks RSVPs. NOT required to generate presentations.

Summer Picnic Chair

Time requirements: Appointed by Alumni Board. 5-10 hours in March. 5-10 hours in July.

Plans summer picnic event. Finds an alumnus to host the event. Creates ad to go in the Alumni Newsletter. Composes email to send out via the Alumni Connection. Writes information to be posted to the website, and coordinates the posting with the Active Website Chair.

Branding Chair

Time requirements: Short term commitment, but time requirements are unknown

Works with members of the active chapter to better define DTS. What type of people do we want to recruit? What image do we want to portray? What makes us different? What are our weaknesses and how to we improve them? Etc.

Recruitment Chair

Time requirements: One year commitment of 5 – 10 hours per month

Alumni need to realize this is the make it or break it time for DTS. There are things that Alumni can do to help with recruitment: locate and evaluate fraternity recruitment training programs, analyze the freshman accepted list and find alumni from same home towns or similar backgrounds to call high school Seniors, help organize scholarship days, help find alumni to attend scholarship days, and more! Works closely with the active chapter on all projects.

Mentoring Chair

Time requirements: Initially an appreciable amount of time to finalize a mentoring plan. Long term 1 – 2 hours per month.

Currently, there is no formal mentoring of the actives by alumni. There has been some work done already to kick start a program, but some more work is required. Once the program is kicked off, the mentoring chair will match new members with alumni and follow up with mentors and protégés to make sure meetings are taking place.

Mentoring Network (13 required - 1 mentor required for each active and jr. member)

Time requirements: 1 – 2 hours per month
Location: Preferably live in the Madison area

Meet (or speak on the phone) with your active protégé at least once a month. Help guide the active protégé through DTS, college, and personal challenges.

Quick Help Network (the more the better)

Time requirements: 0 – 5 hours as required

Sometimes there are small projects that just take a few hours to complete. It would be nice to have a list of alumni that are willing to donate a short amount of time each year. Perfect for someone who wants to help out but can't make a commitment in advance.

Alumni Network Phone Call Volunteers (1 required for each 5 year era)

Time requirements: 0 - 5 hours and only 1 or 2 times per year

One or two times each year, it is helpful to contact our alumni group by phone to communicate events or other important information. Volunteers for each 5 year age group by graduation year are required (e.g. 75-79, 80-84, etc.). In theory, volunteers will be calling their old friends rather than cold calling random alumni. Preferably these volunteers will stay on for a few years so that connections can be made.