

WESTOP SoCal Chapter

Role and Responsibilities 2019-2020

Position: TRIO Alumni Chair

Purpose: The REIO Alumni Committee shall have the responsibility for planning and implementing the expansion of the SoCal TRIO Alumni Network. It shall oversee the maintenance of the alumni listserv. The Committee shall facilitate alumni engagement at the chapter level.

Key Responsibilities:

1. Maintain and update the WESTOP SoCal TRIO Alumni Listserv.
2. Act as a resource for suggestions for alumni activities and events.
3. Plan for information tables and workshop(s) at conferences, chapter meetings and reuning events as appropriate.
4. Provide alumni information to WESTOP SoCal members.
5. Assist WESTOP TRIO Alumni Chair with implementation of goals.
6. Actively participate in and contirbute to all board activities/discussions.
7. Contribute information from committee to WESTOP TRIO Alumni Chair for newsletter as appropriate.
8. Oversee the TRIO Alumni committee.
9. Prepare a detailed report of all activities conducted throughout the year and presents it at the last chapter meeting.
10. Prepares a written report one week prior to scheduled chapter meetings and submit them to the President.
11. Attend all Chapter general meetings, executive committee meetings, monthly conference calls, and two in person retreats.
12. Other duties as assigned by the WESTOP SoCal chapter board related to the overall purpose of the chapter and the good of the association.

Elected by: Appointed by the President.

Term Length: 1 year

Time commitment: 3-6 hours per week

Reports to: President-Elect