



Chapter President

Job Description

The Chapter President supports the Wisconsin Alumni Association (WAA) mission and Alumni Relations and Engagement (AR&E) Team by implementing Welcome-Connect-Support. The chapter President serves as the liaison between the WAA and as the ambassador and point of contact for the community. The chapter President provides leadership, oversees effective chapter operations, steers the direction and implementation of events, marketing, and scholarship fundraising, and fosters a fun, productive chapter environment.

Duties and Responsibilities:

- Be familiar with WAA mission, programs, services and chapter outreach
- Provide leadership and direction to the alumni chapter and the board of directors
- Ensure chapter bylaws are followed
- Preside over chapter board meetings
- Delegate responsibilities, appointing committees or event chairs and support other chapter leaders in their duties when needed
- Maintain regular communication with board of directors, chapter team leaders and committees
- Maintain regular contact with WAA
- Ensure board members and alumni leaders have advantageous roles within the chapter and actively recruit new members and retain current members
- Ensure chapter publicity, activity reports, minutes, event forms and reports are submitted by appropriate lead in a timely manner
- Plan a succession plan to guarantee the continuation of a successful and effective UW alumni chapter

Qualifications:

- Strong affinity for UW-Madison
- Previous work in a leadership or supervisory role a plus
- Communication skills and public speaking
- Good interpersonal skills
- Experience working with and leading volunteers a plus
- Ability to delegate tasks in an organized fashion
- Previous event planning experience a plus
- Board management experience a plus