



## Chapter Vice President

### Job Description

The chapter Vice President supports the Wisconsin Alumni Association (WAA) mission and the Alumni Relations and Engagement (AR&E) Team by implementing Welcome-Connect-Support. The Vice President assists the chapter president and oversees general operations.

### Duties and Responsibilities:

- Be familiar with WAA mission, programs, services and chapter outreach
- Perform the duties of the president when he or she is absent
- Support the president, secretary, and treasure at chapter functions in order to become familiar with and promote all chapter operations
- Advise chapter teams
- Supports the efforts of the Fundraising Team
- Assist the president with the recruitment new members and team members
- Delegate tasks as needed
- Be familiar with WAA resources in order to effectively utilize them
- Represents the chapter, WAA and the university at events and activities as needed
- Succeed the chapter president to ensure continuation of a successful and effective UW alumni chapter

### Qualifications:

- Previous work in a leadership or supervisory role a plus
- Strong communication skills and public speaking
- Good interpersonal skills
- Ability to take direction and assist others
- Ability to delegate tasks in an organized fashion
- Experience working with and leading volunteers a plus
- Ability to assist on a wide range of projects
- Previous event planning experience a plus
- Board management experience a plus

