Carnegie Mellon University Alumni Association
Chapter Young Alumni Volunteer Position Description 2013-14

Carnegie Mellon’s Young Alumni (YA) events are aimed at undergraduate and graduate alumni 1 to 10 years from graduation, but are open to all alumni to attend.

Name: __________________________ Current Region: __________________________

College and Class Year: __________________________________________________________

Chapter Young Alumni Volunteer Responsibilities and Motivation:

1. Work with the Assistant Director of Campus Programs your chapter leadership, and YA peers from other institutions to plan and implement 2 events (according to established events guidelines) for YA members of your local alumni chapter over the course of the next 12 months. These may include:
   a. Joint alumni happy hours co-hosted with the alumni chapters from peer institutions.
   b. Outdoor events including white-water rafting, orienteering, and bicycle tours.
   c. Networking lunches, sporting events, concerts, haunted tours, and other social events.
   d. Team based activities for inter-chapter or inter-school competitions.
   e. Volunteer service events and opportunities.
   f. Other events as identified by you.

2. Participate in at least 3 (2 YA and 1 additional) local alumni chapter events in 2013-14.

3. Represent the voice of YA in your region to your local chapter’s leadership and Global Networks partner.

4. Report attendance data and feedback from the YA events to the Office of Alumni Relations and Annual Giving.

5. Commit to the above responsibilities for a period of at least 2 years with the understanding that chapter needs may alter this appointment.

6. My primary reason for serving as the local alumni chapter’s Young Alumni Volunteer is:

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

Signature: ______________________________________________________________

The Office of Alumni Relations and Annual Giving will:

1. Help you to market events electronically to members of the local alumni chapter.

2. Provide you with any information that we have related to graduating students who are relocating to your area.

3. Assist you in identifying and obtaining the contact information for YA chapter leaders from other institutions.

4. Accept applications for ticket/admission subsidies that will make events more accessible to YA audiences. Applications must be for a specific purpose and will be limited to a maximum of $250 per chapter per year. Applying for the subsidy does not guarantee that it will be granted.

Provide standard event support (list pulls, marketing, block ticket purchases, etc.) via the Global Networks staff.

Please feel free to contact Ryan Freytag, Assistant Director of Campus Programs, at rmf@andrew.cmu.edu or 412.268.7389 with questions regarding the Chapter Young Alumni Volunteer position.