



POSITION DESCRIPTION & RESPONSIBILITIES

POSITION:

Networking Chair

POSITION SUMMARY:

The Networking Chair is responsible for Chapter's more professional events. These events are designed to inform members of the facilities and services available to them as Miami alums, facilitate the interaction of those members looking to network, and in general, create an overall atmosphere that supports networking.

DUTIES & RESPONSIBILITIES:

- Design and execute networking events that inform members of the facilities and services available to them as Miami alums, facilitate the interaction of those members looking to network, and in general, create an overall atmosphere that supports networking.
- Maintain a high standard of protocol, protect member information, and ensure that information gathered by the alumni chapter is not used for direct or indirect selling, solicitation, or spam marketing.
- Facilitate the collection of any registration fees, timely payment of vendor invoices related to a networking event, and be present to serve as moderator/facilitator at any networking event, or coordinate with another alum to serve in your place should you not be able to attend.
- Work closely with Miami University and the office of Alumni Career Services on joint programming and/or events.