



## **POSITION DESCRIPTION & RESPONSIBILITIES**

### **POSITION:**

### **Philanthropy Chair**

### **POSITION SUMMARY:**

The Philanthropy Chair is responsible for the Chapter's service and charitable events. These events are designed to support worthy charitable and service oriented, non-profit organizations in an effort to give back to our community and school; the primary charity supported by the Chapter is the Cynthia Bland O'Toole Scholarship Fund.

**NOTE:** The Scholarship Fund is managed and administered by Miami University on behalf of the Chicago Miami Alumni Chapter, and provides tuition assistance to first year Chicago residents attending Miami University.

### **DUTIES & RESPONSIBILITIES:**

- Actively raise money for the Chapter's Cynthia Bland O'Toole Scholarship Fund through fundraisers and by partnering with other Chapter Committee Chairs to add a donation to registration fees for non-philanthropy events, where possible.
- Partner with one or two worthy philanthropic organizations or non-profits in effort to build consistency over the years, and possibly even a sponsorship over time, to give back, but to also get our name out.
- Actively seek out worthy philanthropies and charity events for Miami alumni, their friends, and family to participate in, which gives back and/or serves our community or Miami University.
- Ensure that those participating in the event realize that they're representing the alumni chapter, and Miami University, and to conduct themselves accordingly with honor, character, respect, and a sense of selfless service.
- Require those attending, where at all possible, to wear Miami garb to the event, preferably some kind of Miami Chicago Alumni Chapter apparel.
- Facilitate the registration, collection of any applicable donations, and timely payment of any registration fees to the applicable philanthropic organization or charity.
- Ensure adequate participation by participants who register for events, and make sure those attending function and appear as one.
- Work with the Intramurals Chair to identify and participate in athletic oriented events (e.g. Fun Runs/Walks, Stair Climbs, Bike Races, Softball Tournaments), which are in support of worthy charitable and philanthropic causes.
- Foster and support an atmosphere of selflessness, charity, service, and giving.