



## POSITION DESCRIPTION & RESPONSIBILITIES

### POSITION:

**President**

### POSITION SUMMARY:

Provide leadership, direction, and consistency to the Chapter for the principal purpose of creating a safe environment for interested, dedicated members to share ideas, facilitate the execution of responsible, value added activities/events, and drive participation of current, and new, alums in the Chicagoland area, making sure to adhere to the Chapter's core mission and value statements in everything that is done in the Chapter and Miami University's name.

### DUTIES & RESPONSIBILITIES:

- Liaison to the Director of Chapter Programs for the Miami University Alumni Association of Miami University (Oxford, OH).
- Primary or secondary liaison to all principal Chapter partners (i.e. Sully's House, Tap Room & Lounge) to ensure the partnership is growing positively and in a healthy way; any concerns, from either party, are being addressed in an equitable and timely manner, and there is clear and open communication between the parties at all times.
- Secondary signatory on Chapter bank account.
- Ensure that funds are properly managed by the Treasurer, and make sure any Chapter funds are used responsibly.
- Schedule and facilitate regular Chapter meetings for planning and discussion purposes.
- Actively participate in all Chapter discussions (within reason), and while spirited discussions are fine, and can be beneficial, maintain order, foster a safe discussion environment, and ensure that those attending are being respectful and not wasting attendees' time.
- **REMEMBER:** Everyone is a volunteer, and while those choosing to participate in leadership roles need to be dedicated and held accountable, in the end they're volunteering their free time and need to be treated with respect, dignity, and due professional care.
- Support key leaders and organizers within the Chapter, and make yourself available for general and/or one-on-one brainstorming discussions.
- Ensure Chapter sponsored and/or organized activities and events adhere to Miami's, but more importantly, the Chapter's core mission and value statements.
- Volunteer of last resort: If something absolutely has to be done, you have to be willing to be that person to get it done.
- Delegate and/or facilitate necessary Chapter duties and responsibilities, as much as possible, to Chapter leaders, organizers, and general volunteers so as to keep yourself available as the volunteer of last resort.
- Encourage and foster increased participation within the Chapter by its members and stay close to the pulse of the Chapter so as to ensure relevant programming is being planned.