

**Title:** CHCI Alumni Association National President

**Reports to:** CHCI President & CEO

**Staffed by:** CHCI Manager of Alumni Relations

**Compensation:** None (this is a volunteer position)

**Duration:** Term is two years

### **CHCI Alumni Association National President**

#### **Position Summary:**

The National President is the senior volunteer leader of the CHCI Alumni Association (CHCI-AA) and represents CHCI publicly on all alumni-related matters. They are elected by the membership nationally as its nominee, every two years. The CHCI Board of Directors ratifies the nomination. The National President can be re-elected for two additional two-year terms, not to exceed six years total. They must be an alumnus of a CHCI leadership program.

#### **Term:**

Once elected, National President would serve for the 2021-2023 term, beginning in January 2021 and ending in December 2023.

#### **Duties:**

The **President** will:

- Serve on the CHCI Board of Directors and complies with its membership requirements.\*
- Appoint Vice President and three National Chairs: Philanthropy, Mentoring and Leadership Development, Volunteerism and Recruitment
- Act in the best interests of the CHCI and the CHCI-AA at all times.
- Effectively communicates the mission and purpose of CHCI and the CHCI-AA to external stakeholders, alumni, and wider audiences, wherever opportunity arises.
- Promote and advocate among the membership the CHCI-AA's core strategic areas: volunteering, philanthropy, and professional development.
- Support, promote and encourage fellow CHCI alumni to personally donate and give of their time, talent and treasure annually.
- Promote CHCI Alumni awareness, engagement, and commitment to CHCI.
- Support a strong relationship between CHCI Alumni and current CHCI program participants.
- Exercises general supervision over CHCI-AA's strategic and annual plans.
- Oversees regional chapters and collaborates closely with Chapter Presidents.

- Presides over the CHCI-AA's annual membership meetings and provides regular updates on progress made against strategic plan and other key items of importance to members and CHCI.
- Serves as the principal liaison with the CHCI Board of Directors, President & CEO, Staff, and CHCI-AA Chapter leadership and members.
- Presides over the CHCI board's Alumni Task Force, the committee with oversight of the CHCI Alumni Association.
- Supports CHCI through an annual personal donation and fundraising as required of CHCI Board of Directors\*.

\* Members of the CHCI Board of Directors must meet the following annual requirements for service:

Personal Giving:	\$100 minimum
Fundraising (give or get):	\$25,000

Attend and engage in:

- The meetings of the CHCI Board of Directors (3-4 mtgs. annually; ½ days),
- The CHCI Alumni Task Force (as its Chair) and lead its quarterly, 1 hour conference calls,
- One CHCI board committee and participate in its quarterly, 1 hour conference calls, and
- CHCI's biennial board retreat (2 days).



**Title:** CHCI-AA National Civic Engagement Chair

**Reports to:** CHCI-AA National President

**Staffed by:** CHCI Manager of Alumni Relations

**Compensation:** None (this is a volunteer position)

**Duration:** Term is two years, from January 2021 to December 2022

### **National Civic Engagement Chair**

#### **Position Summary:**

The primary role of a CHCI-AA National Board officer is to represent the interests of the broader alumni community, support existing programs and activities, and help develop new CHCI-AA programming / activities in support of the CHCI-AA mission. The National Board works together as a closely-knit team to lead national initiatives for the CHCI-AA, therefore communication and timely responsiveness is key.

#### **Duties:**

The **Civic Engagement Chair** is charged with:

- Create/maintain national civic engagement initiatives
- Support regional chapters in their civic engagement activities
- Share best practices and report out on civic engagement activities with the Alumni Leadership Council

**Title:** CHCI-AA National Communications Chair

**Reports to:** CHCI-AA National President

**Staffed by:** CHCI Manager of Alumni Relations

**Compensation:** None (this is a volunteer position)

**Duration:** Term is two years, from January 2021 to December 2022

### **National Communications Chair**

#### **Position Summary:**

The primary role of a CHCI-AA National Board officer is to represent the interests of the broader alumni community, support existing programs and activities, and help develop new CHCI-AA programming / activities in support of the CHCI-AA mission. The National Board works together as a closely-knit team to lead national initiatives for the CHCI-AA, therefore communication and timely responsiveness is key.

#### **Duties:**

The **Communications Chair** is charged with:

- Create/maintain communication channels between CHCI, the Alumni Leadership Council, and the CHCI-AA
- Share news about CHCI and the CHCI-AA with the general public
- Manage the CHCI-AA's records in an organized fashion, to facilitate record-keeping, decision making, and maintain initiative momentum

**Title:** CHCI-AA National Professional Development Chair

**Reports to:** CHCI-AA National President

**Staffed by:** CHCI Manager of Alumni Relations

**Compensation:** None (this is a volunteer position)

**Duration:** Term is two years, from January 2021 to December 2022

### **National Professional Development Chair**

#### **Position Summary:**

The primary role of a CHCI-AA National Board officer is to represent the interests of the broader alumni community, support existing programs and activities, and help develop new CHCI-AA programming / activities in support of the CHCI-AA mission. The National Board works together as a closely-knit team to lead national initiatives for the CHCI-AA, therefore communication and timely responsiveness is key.

#### **Duties:**

The **Professional Development Chairperson** is charged with:

- Create/maintain national professional development initiatives
- Support regional chapters in their professional development activities
- Share best practices and report out on professional development activities with the Alumni Leadership Council