**TEMPLATE: Utah AmeriCorps Alumni Network Position Descriptions**

*These template position descriptions have been adapted from the position descriptions of other AmeriCorps Chapters. As a founding member of the Utah AmeriCorps Alumni Chapter, you would have the opportunity to revise these position descriptions to meet the needs of Utah AmeriCorps members.*

*Chairs may work with committee members representing different geographic regions who support outreach, professional development, service and social, and advocacy efforts for members at the local level.*

**Alumni Chapter Positions**

**Duties of the Chair**

This is a one-year position. The chair previously served one year as the co-chair before assuming this position.

* The Chair shall lead the chapter in its execution of the chapter vision and mission.
* The Chair shall set the agenda and direct monthly meetings.
* The chair shall support the chapter Coordinators and Committees.
* The Chair shall participate in and support all types of events and initiatives (Advocacy, Outreach, Professional Development, and Service and Social)
* Train the co-chair on assuming Chair position when term is up.

**Duties of the Co-Chair**

This is a one-year position. The co-chair becomes the chair after one year.

* Attend and record attendance at leadership meetings.
* Work in collaboration with the chair on executing chapter vision and mission.
* Receive reports on events and share via social media and in newsletter.
* Report on chapter events via a variety of communication methods.
* Facilitate recruitment and election of new leadership position.

**Duties of the Outreach Coordinator and Committee**

*Outreach Coordinator:*

* The Outreach Coordinator shall oversee and be the point of contact for the coordination and execution of Outreach Activities of the chapter. The coordinator shall be aware of events that happen around the state and attend events when possible.
* The Outreach Coordinator shall hold quarterly meetings with the committee to facilitate committee members sharing of best practices for their regions.
* The Outreach Coordinator shall ensure that details of Outreach efforts and events are shared with UServeUtah.

*Outreach Committee:*

The Outreach Committee is responsible for building chapter membership and community relationships.

Each committee representative may plan outreach efforts and events that will be most productive and meaningful for their regions. These may involve supporting alums to give presentations in the public about their experience, contacting new alumni about the chapter, etc.

**Duties of the Professional Development Coordinator and Committee**

*Professional Development Coordinator:*

* The Professional Development Coordinator shall oversee providing personal and professional development resources and workshops as an enrichment benefit to chapter members and shall be the point of contact for all professional development community coordination and resource sharing as well as oversee and participate in all Professional Development committee activity.
* The Professional Development Coordinator shall oversee and be the point of contact for the coordination and execution of Professional Development events of the chapter. The coordinator shall be aware of events that happen around the state and attend events when possible.
* The Professional Development Coordinator shall hold quarterly meetings with the committee to facilitate committee members sharing of best practices for their regions.
* The Professional Development Coordinator shall ensure that details of Professional Development resources and events are shared with UServeUtah.

*Professional Development Committee:*

The Professional Development Events Committee is responsible for providing the chapter with free or low-cost workshops, panels, presentations or resources to help build marketable skills and complement the interests of the members.

The committee is charged with coordinating at least one workshop, panel or presentation each quarter to total at least four (4) events a year.

It is strongly recommended that the local chapter take advantage of any national AmeriCorps Alums (Service Year Alliance) professional development opportunities and that at least one Life after AmeriCorps presentation be provided annually, highlighting the experience and special skills of local members as mentors, exhibitors and panelists/speakers.

**Duties of the Service and Social Coordinator and Committee**

*Service and Social Committee Coordinator:*

* The Service and Social Committee Coordinator shall oversee the service, social, and networking events of the chapter.
* The Service and Social Committee Coordinator shall be aware of all events that happen throughout the state and attend those events, when possible.
* The Service and Social Committee Coordinator shall hold quarterly meetings with the committee to facilitate committee members sharing of best practices for their regions.
* The Service and Social Committee Coordinator shall ensure that event details are shared with UServeUtah.

*Service and Social Committee:*

The Service and Social Committee shall be responsible for planning service, social, and networking events that allow Alums to connect with each other and the larger community that supports them.

The committee is charged with planning events throughout the year in each region of the state, when feasible.

The committee may choose to partner with other organizations to facilitate networking within the chapter members’ interest areas.

**Duties of the Advocacy Coordinator and Committee**

*Advocacy Committee Coordinator:*

* The Advocacy Committee Coordinator shall oversee and be the point of contact for the coordination and execution of advocacy efforts in support of AmeriCorps throughout the state of Utah.
* The Advocacy Committee Coordinator shall prepare meeting agendas with those serving on the Advocacy Committee who represents regions throughout the state of Utah.
* The Advocacy Committee Coordinator shall be aware of legislation on the national level that impacts AmeriCorps.
* The Advocacy Committee shall support leveraging local support of AmeriCorps throughout Utah.

*Advocacy Committee:*

The Advocacy Committee shall be responsible for facilitating relationships between AmeriCorps alums and legislators on the local, state, and national level to educate those individuals on AmeriCorps.

The Advocacy Committee shall connect with and mobilize alums to connect with legislators when widespread advocacy is needed to support AmeriCorps.