**General Alumni Network Volunteer Leader Expectations:**

* Collaborate with your staff liaison to:
	+ Attend (at-minimum) 1-2 planning calls per year for respective network/affinity group
	+ Be active in email discussions throughout the year
	+ Take ownership of your respective area network along with your fellow committee members
	+ Actively recruit new volunteers to help share the work and engage more alumni
	+ Plan a calendar of diverse programs that includes month-long initiatives
	+ Coordinate and assist with program logistics and share progress with staff liaison.
		- **Staff liaison will handle all contractual, financial, and insurance related obligations**
		- Promote program through social media presence and contacting local alumni
		- After the program, provide a list of attendees including walk-ins or ensure mobile check-in roster is up to date
	+ Participate in Group leader trainings and update calls (3-4x per year – conducted via virtual meeting)
	+ Advisory Volunteers must read and be aware of Alumni Volunteer Code of Conduct