**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