



ALUMNI ASSOCIATION COUNCIL ROLE VERSUS ALUMNI RELATIONS STAFF ROLE

ROLE OF THE ALUMNI ASSOCIATION COUNCIL

- Attend 50% of Alumni Association Council meetings and Council Subcommittee meetings and attend annual Alumni Association events when available
- Participate as a member of 1 Alumni Association committee annually
- Establish and execute the policies, bylaws and organizational priorities of the Alumni Association
- Identify, nominate and select leaders for the Alumni Association Council annually
- Advise staff on alumni programs and initiatives relevant to Triton alumni
- Provide support for the implementation of alumni programs and initiatives
- Promote membership and event attendance
- Enhance the image of the Alumni Association and Triton College in the community

ROLE OF THE ALUMNI RELATIONS STAFF

- Oversee day-to-day operations of the Alumni Association and the Alumni Relations Office
- Ensure the goals and objectives of the Alumni Relations Office Strategic Plan are met
- Manage and execute alumni events, programs and services
- Manage the operating budget
- Communicate with alumni
- Engage alumni in the events, programs and activities of the Alumni Association
- Carry out the bylaws and policies of the Alumni Association
- Develop and foster on-campus relationships
- Provide operational support for the Alumni Association Council and its committees
- Seek new candidates for the Alumni Association Council and members for the Alumni Association