LEADERSHIP

PRESIDENT:

The president has overall responsibility for the chapter and its volunteers, including annual planning and volunteer recruitment, as well as serving as the primary local contact for alumni, parents, and friends. The president typically serves a two-year term. The role may be shared by two co-presidents with staggered terms.

Responsibilities:

• Serve as initial point of contact for local alumni, including contact listing on EAA website
• Serve as primary liaison between the chapter and the EAA
• Create a planned calendar of activities for the year in partnership with EAA liaison
• Lead the coordination of a variety of area activities in conjunction with EAA staff, chapter volunteers, local Emory affinity groups (where applicable), and school-based Emory staff
• Organize and lead chapter board meetings or conference calls as needed, and share relevant updates with EAA liaison
• Maintain an archive of chapter notes to preserve knowledge for successors
• Participate in a majority of chapter activities
• Orient and mentor aspiring chapter volunteers
• Represent the chapter on quarterly regional conference calls
• Participate in leadership development opportunities
• Identify and recruit a successor, and provide shadowing and training opportunities

AMBASSADOR:

In areas without a calendar of activities, a single volunteer may serve as the primary local contact for alumni, students, parents, and friends. The ambassador may also fulfill any additional volunteer opportunities desired within the chapter. If regular chapter activity is intended, we recommend that the ambassador fulfill the president role and recruit additional volunteers to provide support.

Responsibilities (continued on next page):
Committee Chair:

A committee chair oversees a specific project, goal, or initiative within a chapter. Committees may be – but are not necessarily – event or core program-based. Leadership structures are designed to best work with the needs of the population they serve, and may vary among chapters.

Responsibilities:

- Serve as an ambassador for Emory
- Maintain regular communication with the chapter president and regional association liaison
- Participate in annual planning process with the chapter president and association liaison, and attend chapter board meetings
- Work within established budget guidelines
- Participate in a debrief with chapter liaison
- Assist in recruiting a successor
- Stay current on volunteer opportunities with Emory
- Share best practices with peers through quarterly regional conference calls