



Title: Director of Alumni Affairs
Category: Volunteer
Reports To: Executive Council

Number: JD 04
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Position Summary

The Director of Alumni Affairs¹ strives to stimulate alumni member interest in the Tau Beta Pi Association, Inc., (the Association) and work with the officers of Association alumni chapters to successfully run and grow their chapters.

Duties and Responsibilities

The Director of Alumni Affairs shall:

- Encourage and guide the formation of alumni chapters;
- Support the operations of the alumni chapters;
- Organize and host alumni events across the country;
- Contact Association alumni, both in the United States and overseas, who have expressed an interest in reconnecting with the Association and coordinate with the District Directors to invite those alumni to participate in District Conferences;
- Assist collegiate chapters in connecting with alumni;
- Represent the Association alumni at the annual Association Convention and before the Executive Council (EC);
- Locate “lost” alumni members and reconnect them with the Association;
- Travel three or four weekends each year for alumni events and the Convention;
- Collaborate with the Association Headquarters development staff regarding activities and potential donors;
- Prepare an annual budget for the Program and manage expenses to remain within the approved budget;
- Prepare an annual report on the state of the alumni chapters and alumni involvement to the EC and the Convention;
- Represent the EC at District Conferences as needed;
- Comply with all Association policies and procedures.

Qualifications and Experience

The Director of Alumni Affairs must:

- Be an Association alumnus or alumna member;
- Have good communication and social skills;
- Have experience in leading a chapter and/or working with Association chapters (alumni and/or collegiate);
- Have experience in organizing and publicizing events;
- Have the ability to handle several tasks at one time;
- Have the ability to analyze and evaluate courses of action and make good decisions independently;

Membership in an existing alumni chapter and having knowledge of the organization of the Association and experience in project or organization management are desirable.

¹ Association Constitution Article XI, Section 5(a)